



GREEN BUILDING INITIATIVE

Contractor Position Description

POSITION TITLE: Green Globes Assessor - Contractor

IMMEDIATE NEED FOR BUILDING TYPE: Existing Commercial & Multi-family Buildings

Organization

The Green Building Initiative (GBI) is a 501c3 not-for-profit organization whose mission is to accelerate the adoption of building practices that result in resource-efficient, healthier and environmentally sustainable buildings. We advance this mission through credible and practical green building approaches for more sustainable communities.

Our strategy for accomplishing our goals involves education and promotion on the use of GBI's Green Globes® building rating system for commercial buildings and GBI's Guiding Principle Compliance® third-party assessment program for federal building sustainability requirements.

GBI believes that third-party certification lowers risks for owners and results in buildings and teams that are better able to achieve desired performance outcomes. We measure our impact in achieving our mission in several ways, including growing the number of building owners that achieve certification of individual buildings, building projects, and portfolios of buildings.

Green Globes for Existing Buildings

The Green Globes for Existing Buildings (EB or Continual Improvement of Existing Buildings – CIEB) addresses commercial and multi-family buildings. Green Globes for Existing Buildings Healthcare is a program designed specifically for healthcare buildings with 24/7 licensed inpatient beds. The assessment process begins with an online evaluation of building operations and sustainable features. Energy and water performance documentation over a consecutive 12-month period within the last 18 months is used by an energy engineer, facility manager, owner, employee or Green Globes Professional (GGP), as well as other documentation on policies, procedures, and practices, to complete the Green Globes EB questionnaire.

Clients choosing to pursue a third-party assessment/certification of a building place an order with GBI who assigns a Green Globes Assessor (GGA) to the project. GGAs review the client survey responses, travel to the site to tour the building, interview the facility staff, review supporting documentation, and write a report summarizing the final point score and rating, which serves as the basis for awarding a one, two, three, or four Green Globes building rating (subject to GBI and other third-party assessor quality review and approval).

Use of the Green Globes EB tool has increased dramatically, particularly in multi-family, financial services, and hospitality sectors.

The Green Globes system, which includes tools for New Construction (NC), EB and Sustainable Interiors (SI), has been used to certify more than 1000 buildings and projects since 2005. In 2017, hundreds more are starting the process. Green Globes is one of two leading national green building rating systems in the country, which has put GBI in the position of needing to train and contract with additional GGAs to meet the demand. This is where you come in!



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GGA Assessment Description of Services

Building projects typically focus on the operations and management of existing commercial and multi-family. In addition to evaluating the compliance to the Green Globes criteria, Assessors are expected to provide recommendations that help clients improve the building sustainability performance thereby improving recertification efforts as well as future assessments of subsequent buildings.

Qualified applicants undergo a selection process, training program, and mentoring assignment. Once on contract with GBI, GGAs are individually assigned by a GBI Account Manager to specific third-party assessment and certification projects. Depending upon the scope of the project, GGAs are responsible for the following:

- Review customer-supplied sustainability responses entered into the online Green Globes for Existing Buildings assessment questionnaire
- Review original construction drawings, specification book, energy model, Phase I Site Environmental Report, Operations and Maintenance Manual, policies and operational procedures, maintenance checklists or logs, audit reports, janitorial contracts, pest control contracts, and the Emergency Response Plan.
- Travel, at the GBI's request, to the customers' site and assess the sustainability features of the building
- Communicate with the Green Globes client throughout the assessment and certification process to exchange necessary information and documentation required to complete the third-party assessment
- Generate a formal, final report based on the assessed building's characteristics that serves as the basis for the final score, Green Globes rating, and building certification (subject to review and approval by GBI and/or by another auditing Green Globes third-party assessor for quality control purposes.)
- Clearly identify discrepancies between the client's self-evaluation and formal assessment score/rating
- Make recommendations for further improvement of building sustainability in each of the assessment areas
- If necessary, participate in quality/audit or dispute resolution activities with GBI staff, clients, and/or auditing Assessors

Qualifications for GGAs of EB Buildings/Projects

Candidates wishing to apply to the GBI to become a GGA for EB projects must meet the following minimum requirements:

- At least ten (10) years of total industry experience with commercial and/or multi-family buildings
- Experience that relates directly to operation, maintenance, and/or management of commercial and/or multi-family buildings in roles such as Facilities Maintenance or Operations Management
 - In lieu of Facilities Maintenance or Operations Management experience applicants must have at least two of the following areas of experience:
 - Repair/Upgrade/Renovation
 - Auditing



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- Architecture or Design
- Documented experience with one of following disciplines or activities:
 - Building MEP systems
 - Facility Planning/Management
 - MEP Engineering
 - Experience with government or educational facilities projects
 - Energy analysis, audits and/or Commissioning
 - Sustainability/Environmental Management
- Prior knowledge of green building and/or management practices, environmental issues, and sustainability as evidenced by formal training, CE credits, or professional accreditations
- Formal education; at least an Associate's degree in architecture, engineering, facilities/operations management, building management, or other relevant technical, environmental, or building science educational program is required
- Demonstrated experience with building sustainability in daily practice – i.e. documented involvement in three or more building projects where sustainable improvements were applied

Candidates who qualify as a GGA for EB projects who also wish to assess EB Healthcare must meet the following minimum requirements:

- Demonstrated experience in healthcare: planning, design, project management, operations, and maintenance

Nationwide Opportunities – Particular Need West of the Mississippi River

GBI has a particular need for assessors west of the Mississippi River. However, qualified applicants interested in becoming GGAs will be offered the opportunity to train and earn certification in a variety of states and cities where demand is high. NOTE: GGAs (or GGP's) may market their expertise in using Green Globes to their own clients when not on contract to GBI or as long as their work is not in conflict with the GGA conflict of interest contractual requirements.

As GGAs, you will work out of your home or current office location. You will occasionally travel to project locations at GBI's expense for one-to-three days to perform site inspections. You may specify your travel preferences in the application process – local, statewide, regional, or nationwide – and you always have the option to accept or refuse individual project assignments based on your schedule availability and the project location.

GGA Selection and Training Program

To become a GGA for EB, you must formally apply. GBI staff screen each applicant's qualifications and experience with respect to the minimum qualifications, specific building expertise/skills, geographic needs, and conflict of interest issues.

Those applicants meeting these requirements are then individually presented to a GBI technical committee for evaluation/approval. Those candidates approved by the GBI technical committee may then elect to move forward with the online training, webinars and self-study materials, as well as the credentialing exam.

Upon completing the training and testing requirements, applicants are granted the GGA credential, sign a contractor agreement with GBI, provide a certificate of insurance that meets the requirements



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within the agreement, agree to conform to strict conflict of interest policies, and complete a mentoring assignment under the direction of an experienced GGA.

Receiving an Assessment Assignment

The location and availability of GGAs plays a role in determining assignments, as done the building type and specific experience of the assessor. GGAs are reimbursed for reasonable travel costs (if applicable) and are paid at an hourly rate up to an established not-to-exceed maximum fee.

Non-expedited Assessments. GGAs are contacted by GBI regarding potential project assignments, generally 4-6 weeks in advance, and may accept or reject assignments based on their availability. Projects generally require 8-32 hours of work, require the review of facility design/construction/operations data, and travel to the facility for a site visit. Assessment reports must generally be completed and delivered to the GBI within 2-3 weeks of receipt of a documentation package/completion of the site visit.

Expedited Assessments. Experienced GGAs are needed immediately for a high-volume of expedited projects. If you are interested in being considered for expedited assignments, please indicate so on your application. Expedited projects require extremely tight turn arounds but also pay a higher rate of reimbursement to assessors. Scheduling site visits and completing reports must be accomplished by specific dates to meet client needs. GBI reserves the sole right to determine which assessors meet the requirements for expedited orders.

Conflict of Interest. GGAs are required to conform to strict conflict of interest disclosure and recusal requirements for projects. These requirements have been developed so as not to interfere with other employment or consulting opportunities; however, the requirements do require a GGA to refuse certain GBI assignments with clients and projects where there may be a prior client relationship or potential conflict of interest.

Green Globes Enterprise Partners (GGEP - Pilot Program). GBI is piloting a program where GGAs may be leveraged within a firm without direct contracting through GBI allowing the GGA to set their own fees but still adhering to GBI's required roles and responsibilities for the GGA as well as the strict conflict of interest policies. Firms engage their clients interested in Green Globes assessments, and place assessment orders on their behalf. Staff other than the certified GGA work and manage the project. The firm assigns the GGA from their pool of certified assessors, schedules the assessments, and notifies GBI of that assignment.

If you'd like more information on this pilot program, please contact GBI Sr. Account Manager Mark Leshner (mark@thegbi.org). Candidates for this program are firms that most often have completed one or more Green Globes certification projects and have one or more individuals on staff with the qualifications necessary for GGA application approval. Separate licensing agreements with GBI are required. Overall, the program is designed to simplify the process and help manage costs for firms conducting a great deal of certification business for their clients.



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Application Process

To apply:

- 1) Review the minimum qualifications on the GBI website: <https://www.thegbi.org/professional-certification/gga/>. If you meet the qualifications proceed to the next step.
- 2) [Log in](#) to your GBI Account. If you do not have an account, please [create one](#).
- 3) Select **My Certifications & Courses** from the green navigation bar.
- 4) Under the **Apply for Courses** section, click the "GGA Application" button.
- 5) Complete the application form in its entirety then click "Continue to Next Step."
- 6) Click the gold "Pay GGA Application Fee" button to add the \$250 application fee to your shopping cart.
- 7) Click "Continue to Checkout."
- 8) Enter the applicable billing & shipping information and click "Continue."
- 9) Check the box to agree to the applicable End User License Agreements.
- 10) Select the Payment Method
- 11) Click the "Place Order" button.

Once we have received applications from all interested applicants in this review period, their qualifications will reviewed by the GBI Technical Committee. Applicants will be notified of the results of the review and next steps.

Thank you for considering contributing your expertise to GBI's mission of accelerating adoption of green building best practices!