



November 22, 2011

Job Postings for Engineer, LEED Consultant, Business Administrator

Gaia Development is a leading provider of environmental and sustainability consulting, LEED project coordination, energy modeling, and both LEED and CALGreen Commissioning services. Gaia is based in Marina Del Rey, California and consists of a small team of energetic and enthusiastic professionals from a variety of backgrounds, from engineering and construction to Permaculture and environmental studies. Gaia has worked on over 80+ LEED projects totaling over 22 million sf and roughly \$1.25 billion in construction costs. The office is in a creative office space with a fun but professional team.

Gaia is currently expanding its staff to meet work load demands and is seeking to fill two full-time positions immediately.

Position 1 - LEED Engineer

LEED Sustainability Coordinator/Energy Modeler/Commissioning Agent Candidate will perform energy modeling and commissioning services and manage LEED certification for development projects.

Minimum qualifications:

- Professional Engineer or EIT with at least 2 years professional experience
- LEED AP with experience managing LEED certifications and documentation processes
- Experience with Building Commissioning as it relates to LEED and CALGreen
- Have extensive knowledge of and experience performing energy modeling using any of the following DOE-2.1E, eQUEST, EnergyPro or another USGBC approved energy modeling program
- Experience using modeling as an analysis tool for building optimization
- Knowledge of ASHRAE 90.1, 62 and 55
- Ability to identify energy-related saving opportunities
- Strong communication skills
- Punctuality

Additional Desirable Qualities:

Project management experience, CAD, SketchUp, Life Cycle Cost (Analysis), MS Project, critical thinking and problem solving abilities, presentation skills, team coordination and time management skills, teamwork



Position 2 - LEED Project Manager

Candidate will manage the LEED Certification Process for development projects from schematic design phase through completion of construction.

Candidate will be responsible for planning and running design Charrette, educating and supporting the design and construction teams on the requirements of LEED, providing technical support, cost estimation on each point, LEED documentation review, and managing the certification process with the USGBC. Candidate must have the ability to manage and maintain overall project quality and deadlines and support the team to successfully complete projects within deadline and within budget.

Minimum Qualifications:

- LEED AP (3+ years) with experience as lead role on at least 4 successfully certified LEED projects
- Knowledge of the design and construction industry, ideally with project management experience.
- Ability to review design and construction documents
- Understanding of building systems and materials
- Excellent time management, organizational, and presentation skills
- Strong analytical skills, written and verbal communication, and experience using Word, Excel, Power Point
- Effective and positive communication
- Punctuality
- Ability to recite LEED Credits on the spot and explain the requirements, benefits, why a project would or would not attempt a credit, cost impacts, schedule impacts, conflicts with other credits, collaboration with other credits

Position 3 – Business Administrator / Operations

The business administrator will be responsible for assisting the principal in the day-to-day operations. The employee will be required to manage projections, budgeting, proposals, marketing efforts, branding, PR, oversee administrative staff, manage HR items, and general business management. This position will require an entrepreneurial mind, fast-paced thinking, flexibility, and knowledge of the built environment and real estate development. The position requires an individual to have great problem solving skills, excellent communication skills, excellent computer skills, a history of managing a small business, and experience in managing people.

Minimum Qualifications:

- Prior management experience and a strong back ground in HR procedures
- Experience in reviewing contracts with terms and conditions
- Participation in employee reviews at prior job
- Creation of quarterly financial analyses with Profit and Loss



- Experience reviewing budgets for services/contracts
- Knowledge of QuickBooks
- History of preparing payroll
- Ability to brainstorm and work with principals on marketing plans and other business items
- Experience managing accountant/admin at prior job

Candidates for positions must be team players, flexible to changes in deadlines and be highly self-motivated. These positions will require working independently in non-traditional office space and closely with other staff members and team members from a variety of disciplines.

Gaia offers competitive salary and benefits package. Salary is commensurate with experience.

Please submit your resume with cover letter to jobs@gaiadevelopment.com.

When submitting resume, please indicate which position you are applying for.

The email title should read one of the following three and nothing else:

Job Application – Position 1

Job Application – Position 2

Job Application – Position 3

PLEASE do not apply unless you meet the minimum requirements and are passionate about this job posting. Do not apply unless you plan on having a lasting career with Gaia. Provide two references of senior level individuals that can verify you meet the minimum requirements.

Thank you for your time and we look forward to reviewing your application.

