



October 30, 2019

Servidyne's sustainability consulting services are continuing to grow. We are looking to add a motivated and passionate Sustainability Analyst to our team.

**Job Title:** Sustainability Analyst (Full-Time)  
**Location:** Atlanta, GA (Midtown)  
**Supervisor:** Sustainability Manager  
**Contact:** Pamela Moua ([pamela.moua@servidyne.com](mailto:pamela.moua@servidyne.com))

### **Summary**

The Sustainability Analyst provides LEED and other sustainability consulting services to clients in the existing commercial and institutional building sectors. The Sustainability Analyst performs a variety of technical analyses and assists in managing ongoing LEED recertification efforts, guiding clients to improve their buildings' performance in energy, water, waste, transportation and human experience. This individual coordinates our sustainability efforts working closely with our in-house engineering team, property management teams, and building owners. The Sustainability Analyst also supports our utility data managements projects focused on energy and water benchmarking.

### **Essential Duties and Responsibilities**

- Assists in the development of client relationships on the basis of demonstrated technical excellence, integrity and customer service.
- Assists in the project management of ongoing LEED Existing Buildings projects. Tracks recertification timelines and provides status summaries in advance of project milestone dates.
- Maintains and updates property data using the Arc Performance Platform, ENERGY STAR Portfolio Manager, and LEED Online.
- Prepares documentation and calculations for the LEED Existing Buildings Certification process. Addresses clarification requests and comments during the LEED review process.
- Effectively communicates with various internal and external stakeholders related to requests for information and documentation.
- Collects, monitors, and analyzes energy and water utility data for accuracy and completeness related to utility data management projects.
- Supports our engineering team conducting energy audits and retro-commissioning studies.
- Writes and presents reports, or assists in the drafting and presentation of reports, to communicate results of consulting work to client management and technical personnel.

### **Education, Skills, and Experience Necessary**

- Bachelor of Science degree in a building science or related field and knowledge in building energy efficiency and/or sustainability, including LEED.
- Strong oral and written communication skills.
- Proficiency in Microsoft Word, Excel and PowerPoint.
- Ability to develop and present analyses using Microsoft Excel and other software platforms.
- Ability to work independently, multitask, and manage time efficiently.
- 1 - 3 years experience related to building energy efficiency and/or sustainability a plus.