

**Job Title:** LEED Administrator

**Years of Experience:** 0-3

### **Description**

RDG is unique in our team oriented design, offering a blend of professional knowledge and talent in Architecture, Landscape Architecture, Urban Planning, Strategic Planning, Interior Design, Engineering, Lighting Design, Integrated Art, and Multimedia. Our process encourages active involvement of multiple disciplines from early program meetings to final post-occupancy evaluation. With our unique breadth of resources we solve problems in a creative and sustainable ways, embracing solutions that reduce environmental impact, lower energy waste, improve health, heighten productivity, and directly meet our client's needs.

Our multi-disciplinary studios are comprised of collaborative, creative, and visionary professionals who create high-quality and sustainable environments that are functional, innovative, appropriate, and attractive. This is where great people with great ideas truly make a difference. Our team members have opportunities to provide services such as visioning, master planning, and design for health care, recreation, athletic, K-12, and college facilities. Our design solutions are predicated upon a belief that sustainability is an inherent part of design.

This position offers the opportunity to work interactively with other design professionals, clients, and the public in a creative design environment on a broad range of unique projects. We are looking for individuals with proven leadership and great problem solving skills who can effectively communicate ideas and solutions.

Located in central Iowa, our offices in Des Moines and Ames have vibrant environments with excellent opportunities for professional growth. Des Moines ([www.city-data.com/city/Des-Moines-Iowa.html](http://www.city-data.com/city/Des-Moines-Iowa.html)) is the capital of Iowa and a diverse community of residents with recreational facilities, park systems and a variety of quality schools. Ames ([www.city-data.com/city/Ames-Iowa.html](http://www.city-data.com/city/Ames-Iowa.html)) is home to Iowa State University and offers many educational, cultural and recreational activities.

### **Requirements**

Candidate shall demonstrate the ability to identify appropriate LEED rating systems applicable to a wide variety of project types, as well as demonstrating a successful history of advancing projects from conception through certification. Candidate shall demonstrate experience communicating sustainable strategies to clients, consultants, and contractors through LEED project checklists, project manual/technical specification sections, and construction drawings. Experience with face-to-face client interactions (i.e. project interviews, conferences presentations, design charrettes) is desirable. This includes the ability to align sustainable strategies with project specific characteristics budget, schedule, design synergies, capacity of project team, etc. Candidate will be responsible for navigating the LEED On-line system for registering projects, assigning team members roles & responsibilities, reviewing & approving team member credit documentation, completing firm assigned credits, and coordinating project specific issues (block registration, appeals, CIR's, etc) with GBCI review teams. Candidate will be responsible for performing LEED specific quality control reviews of a projects construction documents, and shall demonstrate a working knowledge of Green Building Codes, specifically relating to water and energy resources. Candidate will be responsible for leading the LEED process on multiple projects simultaneously. Experience with a variety of project delivery methods, and a familiarity with a variety of geographically diverse design conditions is preferred.

LEED Administration experience with multiple LEED Green Building Rating Systems (v2009 or newer) is required, including:

- LEED for New Construction & Major Renovations
- At a minimum, candidate to have served as LEED AP on multiple certified projects
- Preference given to candidates demonstrating experience with leading sustainable design efforts on Platinum certified projects
- Preference given to candidates demonstration experience with complex projects
- Experience with LEED for Commercial Interiors rating system
- Experience with LEED for Existing Buildings, Operations & Maintenance rating system
- Preference given to candidates demonstrating additional experience with any of the following rating systems:

- LEED ND
- LEED for Campus & Multiple Buildings
- LEED for Retail
- LEED Volume Program
- LEED for Healthcare
- LEED for Schools
- LEED Core and Shell

USGBC / GBCI LEED Credentials:

- At a minimum, candidate should hold LEED BD&C credential, or demonstrate capacity to secure credential within 3 months
- Candidate should hold LEED EB:OM credential, or demonstrate capacity to secure credential within 6 months
- Preference will be given to candidates holding credentials from multiple rating systems

Comprehensive design & construction experiences relating to LEED credit requirements:

- Water Management Strategies
- Energy Efficiency Measures
- Material Conservation
- Carbon Reporting
- Alternative Transportation
- Site Selection
- Human Performance & Comfort

Electronic resume and portfolio submissions only to <http://www.rdgusa.com/forms/jobform.html>

RDG is an equal opportunity employer.

Education: 4 Year Degree

Categories:

- Architect
- Architectural Intern
- Engineer

Type: Full Time

Level: Experienced

Relocation Costs: Negotiable

Send Applications to

<http://www.rdgusa.com/forms/jobform.html>

Firm: RDG Planning & Design

Contact Person: [Darla DeGroot](#)

Address: 301 Grand Avenue

Des Moines, IA 50309

Phone: 515-268-5155

Website: <http://www.rdgusa.com>