



Provident Energy Management is seeking two individuals to join the sustainable building consulting team in our Toronto office. We are looking to fill the positions of...

- **LEED Project Coordinator**
- **LEED Building Commissioning Specialist**

Please see below for descriptions of each positions and how to apply.



LEED Project Coordinator

Provident Energy Management is a leading energy services provider. Our goal is to provide innovative energy solutions to the building industry in promotion of a sustainable future.

Our prime services include:

- LEED and energy efficiency consulting services
- Energy management and building operations
- Energy efficiency retrofits
- Metering and billing services

Provident Energy Management is seeking a **LEED Project Coordinator** to join the sustainable building consulting team our Toronto office.

Key Responsibilities

- Coordinate, track, and review LEED submittal documentation provided by Project Consultants for completeness and accuracy
- Review design and construction drawings to verify and document environmental performance
- Perform calculations relating to energy and resource use to ensure sustainability targets are met
- Prepare LEED specifications for tender
- Attend site meetings throughout the construction phase
- Assist in the research of new LEED compliant construction products
- Provide support to other design and construction professionals throughout

Qualifications

- Degree or diploma in environmental studies, construction technology, engineering technology, or a related field
- Prior experience in the construction or engineering consulting industry would be an asset
- Familiarity or experience with LEED and the LEED process would be advantageous
- Exceptional organizational and time management skills are essential
- Excellent communication skills, both written and verbal
- Excellent computer skills, including Microsoft word and excel. Experience with AutoCAD or other graphics software would be an asset.

This position will require some travel within southern Ontario. If you are a dynamic individual with a passion for sustainability and innovative design development please send a CV and cover letter to: careers@pemi.com in Word or PDF format.

For more information on our company, please visit our website at: www.pemi.com





LEED Building Commissioning Specialist

Provident Energy Management is a leading provider of sustainable solutions to the commercial and high-rise residential building industry.

Our prime services include:

- Energy efficiency consulting services
- LEED and building commissioning
- Energy management and building operations
- Energy efficiency retrofits
- Metering and billing services

We are seeking a **LEED Building Commissioning Specialist** to join the sustainable building consulting team in our Toronto office.

Key Responsibilities

- Perform building system commissioning in accordance with LEED and ASHRAE Guidelines
- Attend design and construction meetings as required to ensure the building owner's sustainability and operational goals are met
- Prepare commissioning documentation and perform site reviews
- Participate in start-up of major building equipment and coordinate training
- Analyze building energy use patterns and prepare savings reports
- Support the LEED project team in other aspects of sustainable design

Qualifications

- 1-4 years experience in building system commissioning, HVAC controls, or closely related field
- University degree or diploma in Engineering, HVAC technology, or a related discipline
- Familiarity or experience with the LEED process
- LEED AP designation or willingness to achieve
- Exceptional organizational and time management skills are essential
- Ambitious self – starter with ability to work individually and in a team environment

This position will require travel within southern Ontario. If you are a dynamic individual with a passion for sustainability and innovative design, please send a CV and cover letter to:

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