



Prairie Architects is looking for a Sustainable Buildings Coordinator to join our collaborative + sustainably focused office.

Over our 40-year history, Prairie Architects has consistently endeavored to incorporate a sustainable, collaborative and community-based approach to all of our projects. As such, we have developed a reputation for a participatory design process that involves client groups in the design of new buildings and in energy conserving green buildings.

Our medium sized office includes registered Architects, Architecture graduates, designers, sustainability specialists, Interior Designers, plus support staff. We endeavor to engage all of our Prairie team in all aspects of our projects, from concept generation to final delivery.

We offer competitive salaries and benefits in an informal, creative, and enriching work environment focused on a variety of project typologies.

Sustainable Buildings Personnel

- We are hiring for a full-time sustainable buildings position to join our current Sustainable Buildings Specialist. We are looking for a candidate with familiarity or experience with sustainable certification processes and a passion for driving environmental change in architecture. The person we are seeking will have the following qualifications and skills:

Qualifications

- Graduate from a post-secondary program specializing in the environment, science, or related field.
- Experience with sustainable certification processes preferred.
- Experience in architecture and building industry an asset.
- Graphic communication, and writing skills an asset

Required Skills

- Self-motivated with excellent collaboration, communication and organizational skills.
- Driven with demonstrated ability to lead others in a team environment effectively.
- Understanding of sustainable certification programs such as LEED, Passive House, WELL, and Net-Zero Energy
- Understanding of building systems and construction techniques.
- Experience with CAD drafting an asset
- Strong organizational, oral and written communication skills.



Description of Duties and Responsibilities

The Sustainable Building Coordinator is responsible for guiding the design and construction team through the sustainability certification process.

Tasks include:

- Manage the certification processes of all sustainable projects in the office. (i.e. LEED, Passive House, Zero Carbon Building, WELL, Efficiency Manitoba, etc.)
- Oversee the status of all sustainable projects in the office and coordinate schedules on deliverables within the overall architectural delivery model.
- Assist owners with coordination of sustainable grant applications (i.e. Efficiency Manitoba, MB Green Building Policy) and any owner-related sustainability deliverables (i.e. Owner's Project Requirements)
- Register projects with the certifying entity (i.e. CaGBC) and act as Client liaison
- Assist the team in researching sustainable design strategies and review design and engineering systems as they relate to sustainable targets.
- Create and regularly update sustainable tracking checklist throughout the design and construction process
- Coordinate internally and with outside consultants to collect and prepare all documentation required for submittal to the certification entity.
- Participate in design and construction meetings.
- Life Cycle Analysis of building systems
- Organize, coordinate, and track design documentation from designers and engineers for certification submissions
- Organize, coordinate, and track construction submissions from contractors for certification submissions
- Prior to submissions to certifying entity, review documentation for compliance to ensure completeness and that the overall intended project targets are met.
- Provide ongoing improvements to internal documentation and submission process.
- Produce post occupancy surveys, life-cycle analyses, proposal submissions, requests for proposals for commissioning and energy model verifications.
- Participate in sustainable marketing and advocacy.
- Work with Principals to identify and strategize long-term sustainable initiatives and services to compliment and further support Prairie's sustainable goals and philosophies.