



502 Second Street, Suite 200
Grand Rapids, MI 49504

info@catalyst-partners.com
(616) 454-1111 TEL
(616) 454-1110 FAX

Title: Commissioning Manager

Location: Grand Rapids, MI

Reports to: Building Performance Team Lead

Company: Catalyst Partners, LLC

TEAM

Since 2002, Catalyst Partners has grown steadily by assembling a consortium of professionals who share a commitment to creating sustainable and healthy built environments. From our core of LEED project administration, Catalyst has expanded to be a national and global presence to help owners optimize building and product execution. To document this impact for buildings, we provide certification assistance for projects under these certification systems: LEED, WELL, Living Building Challenge, Enterprise Green Communities, and ENERGY Star. Our team works closely with our clients, from project planning through completion, to assure the prescribed environmental, health, and wellness objectives are incorporated into and properly documented for the project. We believe the status quo of building design needs continual improvement, and we know that we can help owners design and complete projects that will improve their bottom line while also contributing to the health of people and the planet.

ROLE

As a Commissioning Manager you will ensure the success of building performance services implemented on projects, such as building systems commissioning and performance verification for commercial and institutional projects. You will lead clients from start to finish in the fulfillment of their building performance goals through collaborative planning to operations and maintenance. You have strong communication and organizational skills with the ability to manage multiple projects through all phases. You have knowledge of building systems, professional software, and engineering best practices geared towards streamlining methodologies.

You work closely with the Consulting team and external stakeholders to successfully achieve project goals for multiple projects and to ensure a positive customer experience. You will also serve as a partner to the Building Performance Team Lead in developing future-focused sustainability services.

You have a passion for sustainability, inclusive strategic planning and decision making, project management, and effective collaboration. You enjoy bringing clarity and direction to complex



502 Second Street, Suite 200
Grand Rapids, MI 49504

info@catalyst-partners.com
(616) 454-1111 TEL
(616) 454-1110 FAX

systems and focusing on clear, measurable outcomes. You are a self-starter and detail-oriented with a deep understanding of green-building certification rating systems.

As an ideal candidate, you have a background in the design and construction industry with a minimum of five years of experience leading building systems commissioning and building performance projects independently.

RESPONSIBILITIES

- Manage client relationships for building performance goals with a primary focus on commissioning activities.
- Collaborate with the design and construction teams by positively contributing to the development of sustainable solutions.
- Develop commissioning specifications for bidding documents in partnership with architecture and engineering partners.
- Provide expertise and oversight on all construction projects for start-up and commissioning.
- Ensure excellence in all deliverables including managing status of commissioning logs and developing and issuing reports.
- Responsible for the technical quality and accuracy of the overall Cx deliverables.
- Communicate progress effectively and in a timely manner.

SKILLS

- Demonstrated experience performing tasks such as pre-functional activities, on-site energy audits, energy billing analysis, and drawing and submittal reviews for commissioning.
- Demonstrated experience applying ASHRAE Guideline 0, The Commissioning Process
- Demonstrated experience with documentation required for LEED certification and code compliance.
- Ability to identify and implement low-cost energy conservation opportunities, and help facilitate the implementation of projects, initiatives, and programs that reduce energy consumption and demand.



502 Second Street, Suite 200
Grand Rapids, MI 49504

info@catalyst-partners.com
(616) 454-1111 TEL
(616) 454-1110 FAX

- Develop cost and payback analyses for identified initiatives.
- Ability to meet project schedule and budget milestones.
- Ability to build deep and meaningful relationships with others.
- Exceptional written and verbal communication.
- Education: Bachelor of Science degree required, preferably in engineering.
- Rating Systems: LEED and ENERGY Star experience preferred.
- Credentials: PE, BCxP, BECx, LEED-GA, LEED-AP a plus

PERKS

By joining our team of trusted industry leaders, you become part of a network of individuals committed to pursuing performance excellence in the built environment through a process of continual knowledge building and self-development. As an employee-owned organization, we value the health, wellness, and longevity of our employees and offer a comprehensive and competitive benefits plan, including health, dental, and life insurance, a wellness incentive, and a fun, inclusive working environment. The salary for this position is also competitive and tailored to your prior work experience.

NEXT STEPS

Interested in this position? Apply now! Submit your resume and cover letter to info@catalyst-partners.com