

# HMC Architects

## Position Location

Work where you want! This position is eligible for hybrid (office/remote) working arrangement and flexible working hours. You can be located near anyone of HMC's California locations including, Sacramento, San Jose, San Francisco, Los Angeles, San Diego or Ontario, California.

## Who We Are

HMC Architects is an employee-owned design firm with an inherent desire to make a difference in our communities. As a purpose-driven brand based on values, our mission to design for good drives everything we do. And our ownership culture creates alignment and increased commitment to that mission, keeping us on track to being successful.

## What We Do

Founded with the purpose of anticipating community needs, HMC aims to create designs that have a positive impact, now and into the future. We focus primarily on opportunities to have the most direct contribution to communities—through healthcare, education, and civic spaces.

## Job Summary

HMC is focused on delivering high performance architecture with integrated sustainable design solutions. Our Design for Good mission aims to have a positive impact on the clients and communities we serve and sustainability is an essential aspect of our work. In support of this mission, HMC is committed to having a team of people dedicated to sustainable design and operations in the firm. The Sustainable Design Analyst position is responsible for providing support in the leadership and advancement of high-performance and sustainable architecture in Education, Healthcare, and Civic projects throughout all HMC offices.

The Sustainable Design Analyst will manage and provide data driven design information and solutions on various projects. Responsibilities include, but are not limited to, conceptual energy analysis, carbon studies, water use calculations, in addition to daylight, views, and glare studies. In addition, a person in this position will contribute to the development of HMC's corporate sustainable design resources. As a design resource, they will contribute to technical project reviews, design recommendations, staff education, marketing pursuits, and narrative writing. Thought leadership and public outreach within the sustainable design industry is possible, this includes speaking at conferences, publishing papers, and engagement in professional organizations.

The Sustainable Design Analyst must possess the ability to work with multiple teams, monitor adherence to work plans and hours, and interact with agencies and consultants. The Sustainable Design Analyst shall participate in implementing firmwide education, design charrettes, mentorship of good design practices that lead to high-performance architecture, cultivate a culture of integrated sustainable design, and set goals and initiatives that will reaffirm HMC as a sustainability thought leader.

## Minimum Requirements

- Education: Bachelor's degree in architecture, architectural engineering, interiors, or sustainable design required; Master's degree or higher degree preferred
- Green Building Accreditations: LEED Green Associate accreditation required, LEED AP with specialty preferred
- Experience: Minimum of five (5) years architectural/engineering/environmental experience in a sustainable design-related field using building analysis tools and advising teams on design solutions to support

sustainability goals. Experience with LEED documentation is preferred. Experience with education, civic, cultural, and/or healthcare projects is desirable.

## **Other Requirements and Responsibilities**

### Knowledge

- Passion for sustainability and design excellence
- Proficiency in environmental analysis tools similar to Climate Consultant, Sefaira, Covetool, IES-VE, Climate Studio, Ladybug Tools, EC3, Tally, OneClick, Autocase, etc.
- Analytical knowledge for data analysis and setting performance indicators for energy efficiency, waste reduction, emissions reduction, embodied carbon, and other sustainability goals
- Understanding of passive and active design solutions to advance sustainability and net zero goals
- Understanding of technical terminology in the architectural, engineering and construction industry
- Experience with Revit, AutoCAD, Rhino, the Adobe Creative Suite, and Microsoft Office Suite
- Familiarity with ASHRAE, ICC, CALGreen, and California Energy Code
- Knowledge of Life Cycle Analysis, Life Cycle Cost Analysis, and Post Occupancy Evaluation tools

### Design Performance Analysis

- Provide guidance in design and analysis of energy-efficient and net-zero energy buildings, renewable energy technologies, embodied carbon calculations, daylighting, and lighting studies
- Support and provide conceptual energy modeling, performance optimization, and sustainable project management
- Advise and assist design teams with sustainable design research and implementation, providing evidence-based design input to ensure consistent and high-quality design
- Interact with the lead designer to solve sustainable design project issues and integrate design intent with project document development through all phases
- Follow the building performance design intent during all phases of a project
- Research best design and sustainability practices, case studies, high-performance building technologies, codes, and regulations
- Take part in design charrettes and sustainability goal-setting sessions
- Assist in the delivery of design performance presentations both internally and externally
- Manage and collaborate on HMC's firmwide sustainable design initiatives and supports the sustainable design team in activities such as AIA 2030 data collection and reporting
- Support sustainable design education program, assist and execute sustainable design analysis training sessions for design staff

### Research

- Contribute to and support firmwide research activities related to high performance design and building analysis

### Communication and Collaboration

- Must have excellent communication skills, both written and verbal, with a strong attention to detail
- Establish productive working relationships, and deal effectively and cooperatively with team members, consultants, and government agencies
- Coordinate project conflicts and discrepancies with team members and consultants
- Strong problem solving and analysis skills
- Strong teamwork and interpersonal skills
- Must be self-directed and self-motivated with the ability to seek help as needed
- Attend professional activities outside of the office

### Supervision and Delegation

- Ability to professionally communicate both verbally and in writing to give assignments to office support staff, consultants, and vendors
- Ability to delegate assignments to support staff
- Support Sustainability Director in supervision and delegation of work

### Documentation

- Ability to prepare analysis reports and share data with team to help better the design being evaluated
- Ability to correspond effectively with consultants and project managers for project files and minor directives
- Ability to write meeting minutes, prepare analyses, calculations, and professional correspondence
- Provide support for documentation on LEED and other third-party rating systems

### Management

- Able to differentiate between conflicting priorities and issues to identify underlying causes and advance without delay
- Demonstrate motivation in seeking new responsibilities and challenges
- Set goals, prioritize, and plan work activities for self-management, and use time efficiently
- Demonstrated ability to manage multiple tasks and assess priorities effectively
- Estimate hours for assigned tasks and finish tasks within agreed upon budget hours for the task
- Prepare plans of action for resolving project related problems