

Job Title: Assistant Project Consultant	Salary Band/FLSA: Exempt
Full Time: Yes	Location: Davie, Florida
Department: Consulting	

Job Overview

Established in 2013, Façade+Envelope has quickly become a leader in the building envelope consulting and specialty engineering fields. Façade+Envelope specializes in consulting services for glass and glazing, waterproofing, roofing and exterior wall cladding. Our background in the design and review of building envelope components for water infiltration resistance, as well as compliance with structural requirements, allows us to provide a service unparalleled in the industry. As a leader in the building envelope consulting and engineering industry, we are currently seeking a talented **Assistant Project Consultant** to join our growing team.

Duties and Responsibilities for Assistant Project Consultant

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and /or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The Assistant Project Consultant will work with Senior and Project Consultants performing the following tasks:

- Review and assess a project's building envelope requirements and assist in the selection of building envelope components.
- Review and critique project schematic drawings and specifications.
- Review the project architectural and structural drawings and provide recommendations relating to the building envelope systems and components.
- Review shop drawings and submittals for completeness and for compliance with Construction Documents and Local Building Codes.
- Perform condition assessments of the building envelope which includes reviewing available documents, interviews with key personnel, site inspections and field-testing, and prepare detailed reports with recommendations for how to repair or replace the failing components.
- Meet with architects, developers and contractors and provide guidance on building envelope requirements.
- Perform onsite inspections of building envelope components and prepare detailed inspection reports.
- Conduct field testing such as flood testing of horizontal waterproofed areas and water and air infiltration testing of glazing systems.

General Requirements:

- Interact and collaborate effectively with internal and external team members to assure needs of the company are met.
- Account for possible project challenges or constraints and proactively seek to manage challenges
- Define clear goals for all aspects of a project and develop steps for their proper execution
- Prioritize and manage multiple projects within project requirements, budgets, etc.
- Maintain schedules and calendars
- Assist with presentations and note-taking
- Assist with client / potential client follow-up calls and emails

Qualifications for Assistant Project Consultant

- Preferred degrees: Architecture, Civil Engineering, Structural Engineering or Mechanical Engineering graduates.
- Attention to detail and ability to produce quality documents in compliance with company standards.
- Dependable and able to work with minimal supervision.
- Excellent written and verbal communication skills as well as interpersonal skills.

Benefits

- Insurance coverage that includes medical, dental, vision and life insurance, and other ancillary benefits
- 401(k) pension plan with contribution matching
- Paid holidays and generous paid time off