

SAMPLE INTERNSHIP DESCRIPTION – NOT CURRENTLY OPEN – FOR INFORMATION ONLY

Green Building Internship City of Portland

Background:

The City of Portland's green building policy requires all existing buildings to pursue silver certification under the US Green Building Council's LEED for Existing Buildings Operation and Maintenance (EBOM) program. The goal of this requirement is to identify opportunities to improve energy, water and operational efficiencies that result in cost savings and improved worker health. In addition to requirements for water and energy efficiency, LEED EBOM includes credits that assess occupant behavior, such as commute options, garbage generation habits and cleaning practices. LEED EBOM also requires that operation and maintenance practices are tracked over a period of time and that improvements are demonstrated in underperforming areas.

In an effort to advance the policy's directives, the Office of Management and Finance (OMF-Facilities) and the Bureau of Planning and Sustainability (BPS) are seeking an intern to perform a gap assessment that illustrates which LEED EBOM points can be achieved through capital investments and policy changes.

Position Responsibilities:

The intern will systematically assess each LEED EBOM credit and compare it to the status of current conditions in The Portland Building. The intern will prepare a report that includes the likeliness of meeting the credit requirements, cost estimate of achieving the credit and identification of which bureaus would be impacted by any capital improvement or policy changes. Key duties include interviewing staff, becoming familiar with the LEED EBOM rating system, assessing building operations and preparing a report to share with staff.

Qualifications:

Candidates must be legally eligible to work in the United States. The ideal candidate will have:

- Previous project management experience;
- Familiarity with green building and LEED certification program;
- Excellent interpersonal skills and ability to communicate professionally;
- Computer competency, including the ability to use standard e-mail, word processing, spreadsheet, and internet browser software; and
- Enthusiasm for green building and the sustainability goals of the City.