engineeringlink
building envelope & structure

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Building Envelope Commissioning Coordinator
Engineering Link
Toronto, ON

Engineering Link is growing its team.

We are looking for a **Building Envelope Commissioning Coordinator** to join our Building Envelope team. This role is exciting, diverse, and rewarding.

We are seeking a motivated and detail-oriented professional to support the delivery of building enclosure commissioning services on a range of institutional, commercial, and high-profile projects.

This role is suited to a candidate with approximately 5 years of experience in commissioning, building envelope consulting, or related construction/engineering fields, who has a strong interest in building performance, quality assurance, and coordinated project delivery.

This role focuses on:

- Project coordination.
- Testing program development.
- Performance verification.

Engineering Link offers an open, collaborative work environment and is involved in a variety of commercial, institutional, recreational, and residential projects across Canada. Engineering Link is focused on offering building envelope and structural engineering services as they relate to the science of the built environment.

As part of the Building Envelope department at Engineering Link, you will work closely with colleagues and senior management on projects throughout all phases.

The characteristics we look for are being self-motivated, hard-working, and people who form collaborative relationships with colleagues and clients.

Ideal Candidate Mindset

- Interested in **how buildings perform**, not just how they are built.
- Enjoys coordinating complex activities and working with multidisciplinary teams.
- Values quality, accuracy, and well-executed projects.
- Prefers a role focused on **planning, oversight, and performance verification** rather than hands-on testing.

Desired skills, responsibilities, and qualifications you will need to have:

Skills

- Adaptable: can pivot to meet project and client needs and is able to focus on multiple projects at one time.
- Entrepreneurial: ambitious, client-focused, and quality driven.
- Proactive: takes initiative, analytical, innovative, and is a natural problem solver.
- Team-player: someone who builds positive relationships with colleagues, clients, and acts as an

ambassador for Engineering Link in the field.
- Maintains and strengthens existing client relationships, fostering new business opportunities from our existing work.
- High level of proficiency with Microsoft Word and Excel. Experience with Microsoft Project and Access is also a desirable skill. Able to neatly lay out a letter and hand-sketch.

Responsibilities

Project Coordination & Management
- Support the planning, scheduling, and execution of BECx projects from design through construction.
- Maintain project schedules, track deliverables, and coordinate milestones with internal and external teams.
- Organize and attend project meetings, documenting key decisions and action items.
- Coordinate activities between consultants, contractors, and testing agencies.
- Manage multiple projects concurrently while maintaining deadlines and budgets.

Commissioning & Testing Coordination
- Assist in the development and implementation of envelope commissioning plans and testing protocols.
- Coordinate performance testing activities (air, water, thermal, etc.) with the Testing Team.
- Set up and organize testing logistics, witnesses, and reporting workflows.
- Monitor testing progress and ensure results are documented and distributed.
- Support review of test results and tracking of deficiencies.

Design/Project Submission Support
- Assist with review of drawings, specifications, shop drawings, and submittals for general compliance with envelope design intent.
- Support quality assurance reviews throughout construction.
- Track and coordinate RFIs, submittals, and commissioning-related documentation.

Documentation & Reporting

- Maintain organized project documentation, commissioning logs, and deficiency tracking.
- Assist in preparing clear, concise technical reports.
- Compile commissioning records, test summaries, and close-out documentation.

Qualifications
- ~5 years of experience in:
    - Building envelope consulting.
    - Commissioning (BECx preferred).
    - Construction or engineering project coordination.
- Degree or diploma in Engineering, Architecture, Building Science, or related field.
- Building Envelope Commissioning Professional (BECxP / CxA+BE).
- LEED Accreditation or experience with sustainable building certification programs.
- Familiarity with ASTM, CSA, AAMA, and other building envelope testing standards.
- Strong understanding of building envelope systems (walls, roofs, glazing, waterproofing) is an asset.
- Ability to read and interpret architectural, structural, and shop drawings.
- Valid driver's license.

A resume is required when applying.

Engineering Link is committed to promoting diversity and employment equity.

Applicants requiring accommodation at any stage in the recruitment process can contact Human Resources. We thank you for your interest in our firm. Please note that only those candidates selected for the next step in the recruitment process will be contacted by Human Resources.