



PLYMOUTH HOUSING GROUP  
INTERNAL & EXTERNAL JOB ANNOUNCEMENT

Opening Date: May 27, 2010

Closing Date: Open Until Filled

**POSITION: BUILDING SPECIALIST – LIVE OUT (3) and LIVE IN (1)**

<b>Reports to:</b>	Building Manager	<b>Status:</b>	Non-Exempt/Full Time
		<b>Compensation:</b>	<b>\$9.35-\$13.00 hourly - DOQ (LO)</b> <b>\$8.55-\$11.00 hourly - DOQ (LI)</b> + apartment (studio unit) & basic phone
<b>Hours:</b>	40 hours per week (Shifts Vary)	<b>Benefits:</b>	Medical, dental & vision insurance, long-term disability, group life insurance, paid time off, 9 paid holidays, retirement plan, EAP, discounted gym membership & bus pass subsidy

**AGENCY OVERVIEW**

Plymouth Housing Group (PHG) is a non-profit organization with 125 employees and an annual budget of \$12 million. Its mission is "to eliminate homelessness and stabilize homeless and very-low-income people in housing by preserving, developing, and operating safe, decent, affordable housing, and by providing opportunities for homeless and very-low-income people to improve their lives." PHG owns and manages 12 buildings in downtown Seattle that provide 900 units of low income housing, including 700 units of permanent supportive housing for individuals coming from homelessness.

**JOB SUMMARY**

The Building Specialist (BS) is responsible for providing excellent customer service as well as monitoring and assisting with the safety and security of each building and our tenants. Most PHG buildings are staffed 7-days a week and some are staffed 24-hours a day. The Building Specialist position is responsible for assisting the Building Manager in tenant management, enforcing building rules, performing janitorial tasks and building maintenance. In the absence of the Building Manager, the Building Specialist is responsible for responding to and reporting tenant and building emergencies.

**ESSENTIAL JOB QUALIFICATIONS:**

(Any Equivalent Combination of Knowledge, Skills, Abilities, Education, and Experience)

Education: High school diploma or GED equivalent.

Experience: Previous customer service experience required.

Licensure/Certification: N/A

Other Qualifications: Must have interpersonal skills to communicate effectively with tenants and the public.

Must be able to work independently as well as part of a team. Must be able to read, write and understand

English. Basic computer skills with a working knowledge of Microsoft Office preferred. Demonstrated

administrative support skills a plus. **Live In positions must meet tax credit eligibility criteria.**

Preferred Experience: Experience with diverse, low-income or special needs population. Excellent client boundaries and rule enforcement, including lease and building rules as well as King County Landlord Tenant law. Janitorial, light maintenance or security experience preferred. Previous employment in social services, housing or mental health desired.

**SUBMIT APPLICATION, LETTER OF INTEREST AND RESUME TO:**

**PLYMOUTH HOUSING GROUP**  
2113 Third Avenue, Seattle WA 98121  
FAX: (206) 374-0602  
Email: [jobs@plymouthhousing.org](mailto:jobs@plymouthhousing.org)  
[www.plymouthhousing.org](http://www.plymouthhousing.org)

**--PLEASE NO PHONE CALLS--**

**PLYMOUTH HOUSING GROUP IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**