CITY OF SEATTLE

**Home Repair Specialist**

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| **Salary:** | $38.92 - $45.47 Hourly |
| **Location:** | Seattle Municipal Tower, 700 5th Ave., Seattle, Washington |
| **Job Type:** | Classified Civil Service, Regular, Full-Time |
| **Shift:** | Day |
| **Department:** | Office of Housing |
| **Bargaining Unit:** | Professional & Technical Employees, Local 17 - Technical Unit |
| **Closing Date:** | 04/12/22 04:00 PM Pacific Time |

**Position Description:**

The mission of the Seattle Office of Housing is to build strong, healthy communities and increase opportunities for people of all income levels to live in our city. As part of that mission, the Home Repair Program provides affordable loans and grants to low-income homeowners for critical home repairs related to health, safety, and the structural integrity of the home. The Home Repair Program is funded through a combination of local and federal funds. To help continue the success of that program, we are looking for a Home Repair Specialist to conduct home audits, provide homeowners assistance through the bidding and contractor selection process, provide project management throughout construction, and conduct final inspections.

In this position, you will work with homeowners and contractors to develop work scopes and bids for a variety of repairs, including roofs, electrical and plumbing upgrades, side sewers and exterior painting. Using your skills, you will manage the contractor’s production and ensure that all projects are completed in a timely manner and meet all program requirements. You will work with a diverse population of homeowners to help them understand the program, the construction process, and the repair needs of their home. address critical health and safety issues within a home construction process. Through this position, you’ll make a lasting positive impact on the lives of Seattle’s low-income residents and help them remain safely in their home.

**What Do You Need?**

In this position you will be:

* Inspecting dwellings for housing quality standards and code violations
* Developing scopes of work to achieve a secure, safe, and a reasonable housing condition
* Developing construction specifications to facilitate the bid process
* Assisting homeowners in reviewing and evaluating bids
* Administering construction contracts between contractor and homeowner
* Acting as a project manager to ensure that the contractual agreements are met including timeline, scope of work, and monetary agreement
* Providing excellent customer service and work with diverse clients to explain the repair process and answer any questions that arise
* Resolving disputes with contractors and homeowners during the construction process
* Managing electronic files and entering information into the OH database
* Managing field files and keeping a up to date records on any occurrences
* Communicating regularly with supervisor to prioritize projects, provide status updates and troubleshoot issues
* Working with excel, word, access, and outlook

Your effectiveness in this role will depend on your ability to:

* Organize work, set priorities, and exercise sound professional judgement in the field
* Communicate clearly and build strong working relationships with homeowners and contractors
* Ensure that all projects meet requirements, standards, regulations, and codes across multiple groups, both internally and externally
* Engage with homeowner to create a realistic work scope
* Review contractor bids prior to contracting
* Review and approve contractor invoices and change orders prior to inspection
* Maintain clear, organized, and well-documented files on ongoing and completed projects, as well as enter information into databases in a timely manner

You will feel prepared to take on this role if you have experience with:

* Conducting home inspections
* Knowledge of local and State codes
* Reading, understanding, and interpreting construction plans and observing and analyzing status of work in the field
* Prioritize and maintain a daily work schedule communicating with contractors and clients while scheduling audits and inspections
* Manage a robust case load of repair and grant projects, typically between 30-50 projects at a time.
* Manage projects from audit to completion in a timely manner to meet annual program goals

**Qualifications:**

In addition to the skills and experience described above, you will need to possess the below required qualifications (or a combination of education and/or experience and/or training which provides an equivalent background required to perform the work of the class):

* Three years of construction-related experience in housing rehabilitation and/or general construction practices.

A Washington State Driver’s License is required in order to be considered for the position. There is no equivalency for this requirement.

Due to the tasks associated with this role, you will also need to successfully pass the following:

* Criminal Background Check
* Driving Record Check

The City of Seattle will invest in your professional development by covering the costs associated with obtaining the below certifications, which must be obtained within 6 months of your first day in the role:

* OSHA 10
* CPR/First Aid
* AHERA Asbestos Building Inspector
* Lead Paint Inspector

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

This position has a number of environmental considerations and physical constraints that the selected candidate must be able to work under, including:

* Working outside in all types of weather with potential exposure to hazardous conditions resulting from disrepair of buildings, including broken water and sewer lines, garbage, and rodents
* Climbing ladders, bending, standing, and crawling under buildings, in attics, and on roofs while conducting inspections
* Frequent automobile travel within Seattle
* Occasional overnight travel, mostly within Washington State, but also occasionally out of state

**ADDITIONAL INFORMATION:**

This position is classified as a Property Rehabilitation Specialist and is governed by a collective bargaining agreement between the City and the union, PTE Local 17 – Technical Unit.

All City of Seattle employees are required to be fully vaccinated against COVID-19. Failure to submit proof of vaccination or qualify for a reasonable accommodation will result in withdrawal of the job offer.

This position, at some point, will primarily be onsite at the Seattle Municipal Tower: 700 Fifth Ave. 57th Floor, Seattle, WA. However, currently, due to Covid-19, Alternative Work Arrangements may be considered and will be based on operational needs.

The [City of Seattle](http://www.seattle.gov/) recognizes every City employee must play a role in ending institutional and structural racism. Our culture is the result of our behavior, our personal commitments, and the ways we courageously share our perspectives and encourage others to do the same. To cultivate an antiracist culture, we seek employees who will engage in the [Race and Social Justice Initiative](http://www.seattle.gov/rsji) by working to dismantle racist policies and procedures, unlearn the way things have always been done, and provide equitable processes and services.

The first round of interviews for this position are tentatively scheduled for DATE and DATE with the second round taking place on DATES.

**APPLICATION PROCESS:**

Please submit your application, resume, and cover letter at <https://www.governmentjobs.com/careers/seattle> no later than **4:00 PM Pacific Time on Tuesday, April 12th, 2022**.

This position is open to all applicants that meet the minimum qualifications. The Office of Housing values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition, or pregnancy. The Office of Housing encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with diverse life experiences. If you have questions, please contact Ivana Ramos at Ivana.Ramos@seattle.gov.

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| APPLICATIONS MAY BE FILED ONLINE AT: <http://www.seattle.gov/jobs>  Job #2022-00XXX HOMEREPAIR SPECIALIST  IR | |
| If you are unable to apply on-line you may submit a paper application by the closing date to our office.  OUR OFFICE IS LOCATED AT:  Seattle Municipal Tower  700 5th Avenue, Suite 5400  Seattle, WA 98104  206-684-8088  [Careers@seattle.gov](mailto:Careers@seattle.gov) |  |

**The City of Seattle is an Equal Opportunity Employer that is committed to diversity in the workplace. Accommodations for people with disabilities are provided on request. The City is a Drug Free Workplace.**