CITY OF SEATTLE

**Property Rehabilitation Specialist (Multi-Family)**

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| **Salary:** | $33.76 - $39.43 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 HomeWise program provides free energy efficiency and upgrades to low-income residents in the City through a combination of state, federal and local utility funding. To help continue the success of that program, we are looking for a Property Weatherization Specialist to conduct home energy audits and provide project management for multi-family apartment buildings with low-income tenants. Potential projects in the future may include single-family homes and multi-family properties and may include weatherization and/or other rehabilitation scopes of work. Properties that receive assistance must house income eligible residents.

In this position, you will work to conduct energy audits of multi-family buildings, develop scopes of work in conjunction with funder rules and the property owner and provide technical assistance to the property owner during construction. In addition, you’ll have the opportunity to work with a diverse population of property owners and tenants to answer questions about the program, energy efficiency upgrades and the construction process. Through this position, you’ll make a lasting positive impact on the lives of Seattle’s low-income residents.

**What Do You Need?**

You will be successful in this role if you are comfortable:

* Using your skills to improve the health, safety, and energy savings for Seattle residents
* Providing excellent customer service in working with property owners and managers to explain the weatherization process, negotiate scopes of work and answer questions.
* Acting as a project manager to ensure that contractual timelines are met, and all stakeholders are kept apprised of the status of scopes of work for weatherization projects
* Helping to resolve disputes with contractors and/or building owners during the construction process

You will be successful in this role if you possess a combination of the following:

**Ability to:**

* Build relationships with property owners and educate them about resources available through the weatherization program
* Organize work, set priorities, and exercise sound professional judgement in the field
* Ensure that all projects meet requirements, standards, regulations, and codes across multiple groups, both internally and externally
* Pro-actively identify potential issues and brainstorm solution
* Perform progress inspections and work with contractors to ensure compliance with program requirements, regulations, and codes; approve changes to the scope of work or extensions to contractual timelines; and completes closing construction documents
* Maintain written documentation of project developments, actions, or issues; provide appropriate documentation for review of claims by the Law Department, as requested; and keep management apprised of problems or issues
* Identify multi-family buildings for the weatherization pipeline providing analysis of building condition, proposed measures, funding, and building owner capacity.

**Skills with or knowledge of:**

* Work with Excel, Word, Access, and Outlook
* Using TREAT software to determine cost-effectiveness of proposed work
* Manage multiple projects at one time, with many being in different stages of development.
* Preparing and presenting energy audit report including technical and financial analyses, ensuring that reports speak to variety of audiences
* Review and approve contractor invoices and change orders prior to inspection
* Communicating regularly to provide project status updates and troubleshoot issues

**Experience with:**

* Washington State Low-Income Weatherization Program or other energy efficiency programs targeting low-income households
* Reading, understanding, and interpreting construction plans and observing and analyzing status of work in the field
* Using Energy audit software to determine cost-effectiveness of proposed work
* Diagnostic equipment for pre and post testing, such as:
	+ Manometer
	+ Monoxor
	+ Blower door
	+ Pressure pan
	+ Fan hood
	+ Moisture meter
	+ Infrared thermography
* Conducting energy audits and recommending appropriate weatherization repairs
* Working on multifamily building rehabilitation projects, especially multifamily building systems such as centralized HVAC, domestic hot water, lighting, etc.

**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 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:

* Building Performance Institute (BPI) Energy Auditor Certification

Within 1 year of starting work, you must obtain all the below required certifications (all certifications paid for by the City of Seattle):

* OSHA 10
* CPR/First Aid
* AHERA Building Inspector
* Mold Protocols
* Moisture & Ventilation
* WA State Lead Paint Inspector Certification

**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 and King County
* 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 SPECIALISTIR  |
| 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  | Logo, icon  Description automatically generated |

**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.**