



Currently accepting applications for:

Multi-Family Weatherization Coordinator

SALARY: \$66,163.39 - \$82,000.00 Annually

CLOSING DATE: Continuous

JOB SUMMARY:

This position is open until filled; however, to ensure consideration applications should be received by July 15, 2021 at 4:30 p.m.

King County Housing Authority (KCHA) is currently recruiting for a seasoned Multi-Family Weatherization Coordinator to fill a position at our central campus in Tukwila, WA.

KCHA administers the Low-Income Weatherization Assistance Program (LIWAP) in King County outside of Seattle. This program receives funding from the State Department of Commerce and Puget Sound Energy. The individual selected for this role will support this program and will perform technical work in energy auditing and construction oversight for energy conservation projects in multifamily properties. Projects may sometimes include single family and mobile homes. Projects may be owned by private individuals, non-profit organizations, KCHA, or other housing authorities. Properties that receive assistance must house income eligible residents.

Under the general supervision of the Construction Project Manager, the Multi-family Weatherization Coordinator will:

- Conduct energy audits in compliance with procedures and processes of the LIWAP to determine energy conservation opportunities;
- Evaluate the cost-effectiveness of identified opportunities and developing scopes of work;
- Prepare contracts or work orders for contractors;
- Oversee work and conduct inspections;
- Represent the Authority on a daily basis in making decisions to troubleshoot issues and unforeseen construction complications on site;
- Serve as a technical liaison between the contractor, the owner/landlord and the Authority;
- May be responsible for the preparation of contract documents and the procurement of contracted services.

King County Housing Authority (KCHA) is the largest provider of affordable housing in the Pacific Northwest and a nationally recognized leader in affordable housing. To learn more about [KCHA and our Mission visit this link](#).

ESSENTIAL FUNCTIONS:

- Conducts energy audits of multifamily buildings that are less than three stories, including both properties with in-unit heat and hot water, as well as those with central systems. Energy audits include a comprehensive inspection of the property for structural integrity, health and safety issues, HVAC, plumbing and electrical systems and/or the presence of lead, asbestos and mold.
- Develops scopes of work based on the energy audit and in compliance with the *Guidelines for Home Energy Professionals Standard Work Specifications (SWS)* and the Washington State Weatherization Field Guide. Understands and utilizes utility consumption data and as-built plans, drawings and computer based energy modeling software.

- Develops and issues work orders based on unit price contracts, or develops bid documents and oversees the procurement of specialty contractors. Prepares advertisements and invitations to bid, conducts pre-bid walks through and bid openings, and develops contract documents.
- Works with contractor field representatives to ensure that work performed is in compliance with the construction documents and the SWS, and is accurate and of specified quality.
- Conducts in-progress and final inspections. Identifies deficiencies and works with contractors to take corrective action when appropriate.
- Approves contractor invoices based on final inspection of work.
- May conduct pre-bid meetings, pre-construction meetings, site based progress meetings, and project close-out meetings.
- May prepare documents and manage Request for Proposal (RFP) processes.

[Click here for additional details regarding this position's classification specification.](#)

QUALIFICATIONS AND COMPETENCIES:

Required Qualifications:

- Associate's Degree **AND**
- Three years of experience in home performance analysis/contracting; energy conservation auditing/contracting; residential construction, construction management, contracting, and/or remodeling **OR**
- An equivalent combination of experience and education that provides the necessary knowledge, skills, and abilities to perform the essential functions of this position.

Work requires the ability to:

- Demonstrate understanding of energy issues and the audit techniques necessary to identify cost effective energy conservation work in multifamily properties;
- Assess electric base load (water heaters, refrigerators, light bulbs, lighting fixtures, and space heaters), air leakage, mechanical ventilation, indoor air quality, energy-related health & safety measures, and applicable weatherization-related repairs;
- Utilize diagnostic equipment such as a blower door, pressure pan, moisture meter, and infrared thermography to measure existing conditions;
- Demonstrate knowledge and ability to operate the relevant diagnostic equipment to test both pre- and post-weatherization building conditions and to interpret the results both as they relate to developing work scopes and to inspection of completed work;
- Accurately read, understand, and interpret construction plans; accurately observe the status of work in the field and determine if contracts and specifications are being followed;
- Organize work, set priorities and exercise sound professional judgment;
- Exercise tact and diplomacy when conducting on-site inspections is required.

Work will require:

- Experience working in federal, state, or utility-funded weatherization assistance programs that target low-income residents is preferred, as is experience with the Targeted Residential Energy Analysis Tools (TREAT) software, or an equivalent.
- Experience with proper construction inspection techniques; construction scheduling and the kinds of conditions which may cause delays in construction;
- Effective methods of communication and interpersonal relations.

Special Requirements:

- Certification as a Building Analyst (BA), an Energy Analyst (EA) or a Quality Control Inspector (QCI) by the Building Performance Institute (BPI). In addition to the Home Energy Professional certification, Multifamily auditors must also receive the supplemental Multifamily training and pass the test.
- Consent to and pass a driver's and criminal records background check.
- Possess a valid driver's license to regularly travel between work sites. Must have an acceptable driving record at time of appointment and throughout employment.

POSITION INFORMATION AND APPLICATION PROCESS:

Application Requirements:

To be considered for this opportunity an applicant will need to:

- Complete the online application profile in its entirety.
- Upload a cover letter that addresses how your experience and education qualifies you to perform the essential functions listed in the job announcement. **(Cover Letter)**
- Upload a detailed résumé of all educational and professional experience. **(Résumé)**

Salary & Benefits:

The salary range of this position is \$66,163.39 - \$82,000.00 annually. Performance based merit increase opportunities and COLAs are reviewed on an annual basis. A comprehensive health care benefits package for you and your dependents includes medical, dental and vision insurance, life and long-term disability insurance plans, vacation, sick and personal leave, tuition reimbursement, and retirement benefits are also available.

Work Environment:

Incumbent(s) must be able to meet the physical requirements of the classification and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the functions performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily outdoors in a variety of weather conditions and is likely to encounter unsanitary and/or unsafe conditions at the construction site. Safety equipment such as a hard hat, safety vest, goggles, and steel-tipped safety shoes are worn. Drives a vehicle to and from work sites in a variety of weather conditions. Ability to lift up to 40 lbs. repeatedly.

Equal Opportunity:

King County Housing Authority is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

[Apply here.](#)