



ASSET AND ENERGY EFFICIENCY MANAGER FULL TIME

Our Asset and Energy Efficiency Manager works with homebuyers and homeowners in new construction and resale settings to achieve high standards of home quality, energy efficiency and home maintenance. Leads home walk-throughs, provides buyer warranty and systems education, and oversees quality control measures for new construction. Supports inspection and evaluation of existing homes in trust during the resale process, and oversees repairs or deferred maintenance on homes Homestead acquires. Contributes expertise to post-purchase maintenance education, capital improvements and repairs for Homestead homeowners. Prepares scopes of work, solicits proposals, contracts for services, oversees completion of work, maintains property records and approves invoices for payment.

ABOUT HOMESTEAD

Homestead Community Land Trust creates stability, equity and opportunity by developing land and housing in trust, giving lower-income households the opportunity to own a home that is affordable to them and remains affordable to future owners. Our work is expanding an equitable economy for housing to help repair the harms of housing discrimination and protect vulnerable communities from displacement.

We are a classic community land trust, following the model created by Civil Rights era leaders to prevent displacement and allow people to build wealth through ownership. We build new homes, we fundraise to reduce the price of homes to what is affordable to a lower-income household, and we keep homes affordable permanently through agreements with our homeowners and post-purchase support.

Working within the framework of a Just Transition to a New Economy, our approach is shifting economic control of land to community, democratizing wealth through residential ownership in a member-governed CLT; advancing ecological sustainability in housing development and rehabilitation and fostering racial justice and social equity by putting homeownership within reach of people shut out of ownership by the legacy of discrimination.

Homestead Community Land Trust is an equal-opportunity employer with a multicultural, diverse staff. We are committed to ongoing and continuous growth in our awareness of the ways bias and privilege affect our work together, and how we can create a workplace culture that welcomes and values all people. We seek to recruit, retain and support people whose diverse backgrounds form a strong, collaborative team.

DUTIES, RESPONSIBILITIES AND AUTHORITY

New Construction (50%)

- Conducts quality-control assessments on new construction and follows up on punch list items necessary for home sales.
- Leads the process of buyer walk-throughs, educates buyers on home systems and maintenance, and reviews warranty process and coverage, working with homeownership department staff.
- Provides specialized buyer education on energy efficiency features and environmental sustainability of homes.

- Designs and manages completion of homebuyer self-help hours in compliance with HUD funding guidelines, and completes quarterly reports.
- Monitors warranty issues with general contractor over time, advocating for timely completion of repairs when necessary.
- Monitor job sites and properties waiting to be developed for safety and security.
- Maintains construction related property data in Salesforce.

Rehabs and Repairs (50%)

- At the time of resale of a home in Homestead's program, reviews inspection reports and advises on priority repairs and deferred maintenance, providing resource referral to contractors, and inspection of work completed, working with homeownership department staff.
- Maintains list of approved service providers and vendors.
- Tests home systems and performs minor repairs as needed.
- When performing rehab work on existing homes, secures inspection, develops scope of work for repairs, coordinates with the finance and homeownership staff on budget, solicits proposals and negotiates contracts for services.
- Leads the design and delivery of programs for existing homeowners to convert to more energy efficient systems and elimination of fossil-fuel based heating and cooking systems. Advises homeowners on eligibility for federal electrification incentives.
- Maintains construction related property data in Salesforce.
- Prepares periodic homeowner maintenance education information for both newer homeowners and long-term members of program.

Position reports to the Director of Real Estate Development.

Works to support Homestead's mission with other duties as needed.

Homestead is working onsite with some work-from-home days. The Asset Management and Energy Efficiency Manager should live within commuting distance to the office in the International District and service locations in King County.

REQUIRED QUALIFICATIONS

- 4 Years construction management experience with background in both new construction and remodeling/rehabilitation
- Knowledge of or certification regarding energy efficiency building standards, local and national building codes, heat pump HVAC systems, photo-voltaic systems, domestic fire sprinklers, weatherization techniques and materials
- Experience supervising skilled and unskilled labor
- Proficiency with Microsoft Word, Excel and Outlook
- Ability to read architectural plans and specifications
- Physical ability to complete work on sites, including climbing ladders
- Passion for equitable, affordable homeownership, community development and social justice
- Effective project and time management skills
- Ability to work quickly to meet deadlines
- Attention to detail, highly organized
- Experience working with diverse populations; cultural competence
- Physical abilities: Ascending or descending ladders, stairs, scaffolding, ramps, poles; operating motor vehicles, machinery and/or power tools; adjusting or moving objects up to 50 pounds in all directions.

- Valid Washington State Driver License and ability to drive to locations other than office as needed

Degrees and certifications a plus such as:

- Bachelor's degree in Mechanical or Electrical Engineering, Architecture, Building Inspection or four years' experience in equivalent
- Certificate in Construction Management

SALARY AND BENEFITS

Full time, Exempt position

The starting salary for this position is \$80,000. Compensation also includes health insurance, paid sick leave and vacation, professional development, ORCA (transit) card, 403b savings plan.

EMPLOYMENT POLICY

As an equal opportunity employer, Homestead Community Land Trust does not discriminate on the basis of age, race, creed, gender, gender identity, marital status, veteran's status, national origin, disability or sexual orientation.

APPLICATION REQUIREMENTS

To apply for the position please provide to jobs@homesteadclt.org:

- Current resume or curriculum vitae
- Cover letter that includes a detailed description of your skills and experience to carry out the responsibilities described above and a statement of why this organization's mission fits your career path
- Two references

Homestead will accept applications until there is a sufficient pool of qualified applicants.