

CITY OF SEATTLE'S OFFICE OF SUSTAINABILITY & ENVIRONMENT

Retrofit Ramp-Up Non-Residential Sector Manager

Salary Range: \$32.45 – 48.67/hour (Strategic Advisor 1 or 2, classification to be determined)

NOTE: This civil service exempt position is subject to legislative approval and is only funded during the three-year grant period. The position will be eliminated at the end of the grant.

Closing Date: Friday, June 25, 2010

- The City of Seattle has received federal Energy Efficiency and Conservation Block Grant (EECBG) dollars as part of the American Recovery and Reinvestment Act (ARRA) to support programs that identify, deliver, finance and monitor energy efficiency retrofits in a targeted area of Seattle (southeast Seattle) and across all building sectors (see below for program summary and <http://web1.seattle.gov/recovery/Awards.aspx?AwardID=42>). This position will have direct responsibility for managing retrofit delivery in the non-residential sectors of the grant in partnership with the grant team, staff from other key City departments and the project steering committee (with representatives from utility and financing partners). In addition, this position will be responsible for developing a sustainability plan to ensure that the energy retrofit programs created through the grant continue after the three-year grant period.

Primary Duties:

Oversee implementation of the \$10 million non-residential sector programs, including small business, large commercial, hospital, and municipal sectors, as part of the EECBG retrofit grant.

- Assume lead role in all aspects of implementation, including program design, sector outreach, coordination with partners and stakeholders, delivery of non-utility incentive fund dollars, and measurement of results.
- Manage the City's municipal retrofit projects in conjunction with Fleets & Facilities Department and City Budget Office to identify appropriate projects for City investment and financing through a municipal bond measure.
- Design and manage two new incentive-based programs to encourage retrofits on all four hospital campuses within the target district.
- Execute and monitor deliverables on contracts to provide large commercial building retrofits.
- Manage contracts to develop and deliver financing tools (revolving loans with on-bill repayment, a new, non-utility carbon reduction incentive fund, municipal bonds, and energy service contracting) in all non-residential sectors.
- Collaborate with the grant Outreach & Community Relations Manager to develop communication strategies for reaching target audiences in each sector and ensuring participation levels required to meet goals.
- Coordinate, in partnership with the City's Office of Economic Development, investment in and delivery of key workforce development strategy elements to ensure that jobs created through grant investment result in career pathways and quality work.
- Develop strategies to address information barriers that prevent building owners from investing in building retrofits, including promoting tools such as Energy Star Portfolio Manager and investment grade audits.

- Identify new policy interventions necessary to ensure short-term success (retrofits completed, energy savings realized and jobs created) and long-term sustainability of the retrofit economy in the non-residential sector.
- Work closely with Washington State University (grant partner) in developing and implementing a monitoring and verification program, to ensure accurate accounting for grant program results in the non-residential sectors.
- Make policy recommendations and provide regular project updates to Steering Committee, Mayor, Council and key implementation and community partners.

Required Qualifications:

- Baccalaureate degree in public administration, urban planning, natural resource management or a related field.
- At least four years experience in one or more of the following areas: planning, research, program development, project management or policy analysis related to land use, environment, resource conservation, etc.
- Excellent communications skills, including experience communicating on priority issues to internal and external audiences as a representative of elected officials or executives.
- Must also have experience providing leadership, focus, and direction to multidisciplinary work groups across organizational lines.
- A proven record demonstrating project management and analytical abilities.
- Proven ability in teamwork, achieving results, and effectively communicating technical information to diverse audiences.
- Demonstrated track record of working in a multicultural environment with sensitivity and collaboration.

Desired Qualifications:

- Ability to balance the delivery of ambitious, large-scale projects with attention to detail and technical rigor.
- Familiarity with energy efficiency, climate protection, environmental stewardship and sustainable development concepts and issues.
- On the job training and informal training may be required on various aspects of the science, policy and politics relating to global warming and energy conservation.

Send resume and cover letter via email by 4:00 pm Friday, 6/25 to:

Jeanie Boawn, Executive Assistant
Office of Sustainability and Environment
Jeanie.boawn@seattle.gov

Energy Efficiency & Conservation Block Grant Competitive Award Summary

Background

In 2008, Congress created the \$3.2 billion dollar Energy Efficiency and Conservation Block Grant (EECBG) program, which had both formula and competitive awards. Seattle received \$6.1 million dollars in formula funding, which is being used in nine City projects. In April 2010, Seattle was one of 25 communities to receive a “Retrofit Ramp Up” competitive EECBG grant. Seattle received a \$20 million grant to implement the Neighborhood WEB (Weatherize Every Building) Initiative. With a project start date of June 1, 2010, grant funds must be committed within 18 months and spent within 3 years.

Neighborhood WEB Initiative

The WEB Initiative is \$140 million neighborhood-based building retrofit program to achieve deep energy efficiency and create green jobs. The Initiative will:

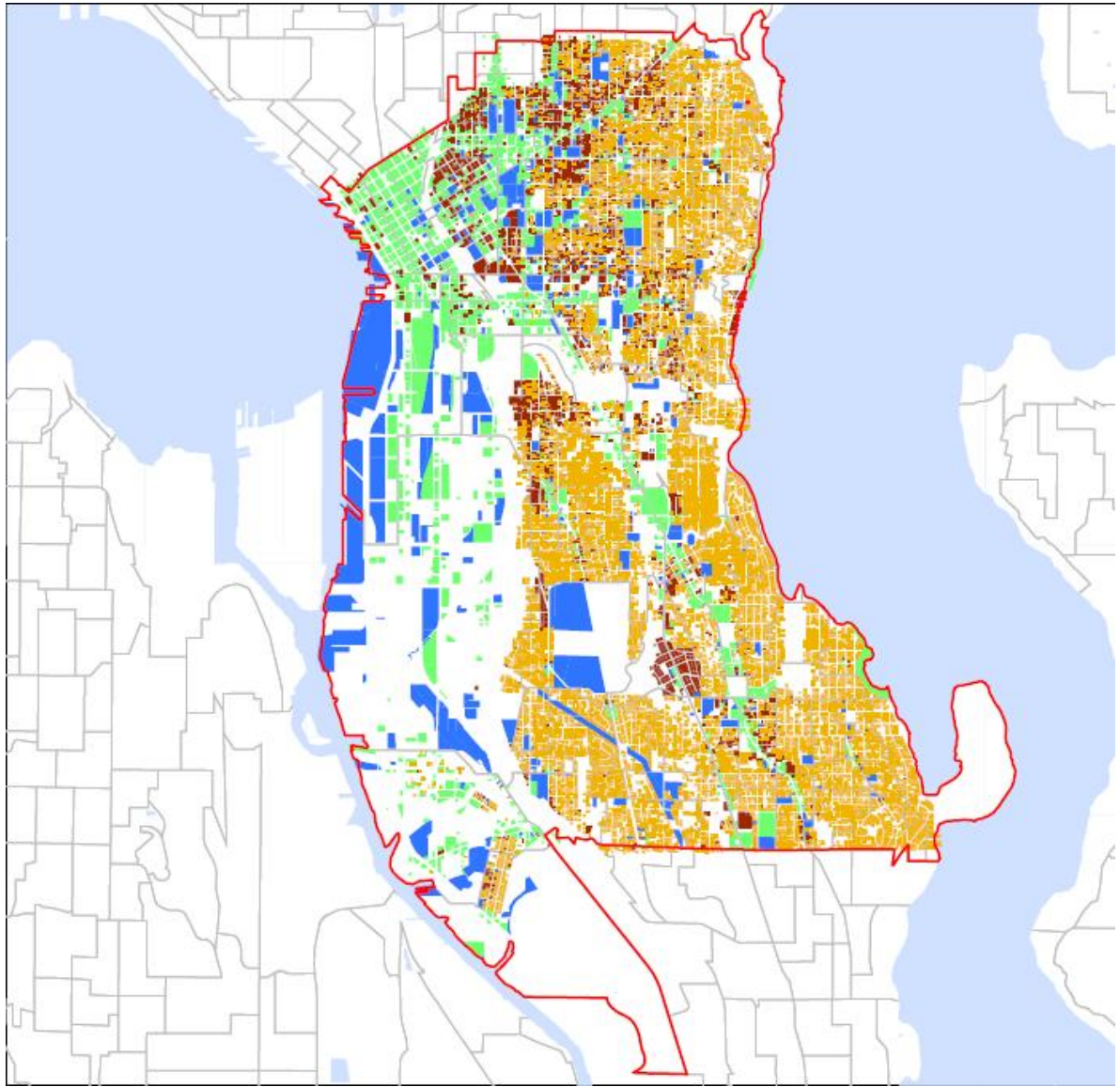
- Retrofit residential, commercial, hospital, and municipal buildings in the Central District and parts of Southeast Seattle. (See attached map)
- Achieve between 15% and 45% energy savings per building retrofitted;
- Reduce approximately 70,000 metric tons of greenhouse gases;
- Create up to 2000 new living wage green jobs;
- Leverage grant funds 7-to-1 with local investment.

WEB Retrofit Strategy

Programs in the WEB Initiative focus on three critical elements in spurring an energy efficiency economy:

- Information – Helping building owners and tenants understand the ways they can increase the energy efficiency of their buildings. WEB information tools include building energy reports, building energy audits, building energy web portal, and marketing and outreach programs.
- Financing - Providing the financing tools needed to invest in energy efficiency retrofits. WEB financing tools include incentive programs, revolving loan funds with loan loss reserves, on-bill financing, and bond financing.
- Workforce – Ensuring there are skilled workers and a career ladder for building retrofit jobs. WEB workforce tools including worker training, job placement, workforce hiring and wage standards, and employer support.

Seattle Neighborhood WEB Geographic Focus



	SECTOR	Total Buildings	Targeted Buildings	Total Targeted Sq. Feet	Average Sq. Feet	Retrofit Target	Percent Retrofit
	Single-Family Residential	19,000	17,000	34,000,000	2,000	3,315	20%
	Multi-Family Residential	4,500	270	4,050,000	15,000	87	32%
	Small Commercial	385	385	1,925,000	5,000	146	40%
	Large Commercial	129	129	12,900,000	100,000	27	21%
	Hospitals	4	4	4,000,000	1,000,000	4	100%
	Municipal Facilities	14	14	2,150,000	150,000	14	100%