



**CITY OF TACOMA**  
invites applications for the position of:  
**Green Building Specialist**  
**(Management Analyst II)**

An Equal Opportunity Employer

**SALARY**

Annually  
\$69,992.00 - \$89,731.20

**OPENING DATE:** 02/28/19**CLOSING DATE:** 03/15/19 05:00 PM**POSITION DESCRIPTION:**

The City of Tacoma is recruiting for the position of **Green Building Specialist** in our Appointive classification of Management Analyst II. This position plays a key role in developing and implementing green building policies, programs, and projects throughout Tacoma using a coaching approach. This position will be part of the Office of Environmental Policy and Sustainability (OEPS) but will be embedded in the Planning and Development Services (PDS) permit office. If you are interested in making a real difference for the Tacoma community and environment, this new Green Building Specialist position is designed to help encourage more beautiful, healthy and sustainable development.

Goals of the position include increasing the number of green buildings and reducing construction waste throughout the City. This requires working internally as well as with the building community to identify, implement and track cost effective green building strategies.

This will be achieved through the following:

- Providing coaching / support for project clients in addressing permit requirements that may involve multiple City departments
- Stakeholder engagement, outreach, and regional collaboration that contributes to relevant program and code development, and
- Involvement in inter-departmental, cross functional team to evaluate best practices, and recommend policies that support green building within the City of Tacoma.

Work products include reports, presentations, educational materials and policy and program recommendations to managers, directors and council members.

**Our ideal candidate** enjoys working in a team environment and possesses great communication, planning, project management and analytical skills and a professional and courteous attitude.

**If the below list of personal traits sounds like you, then you are just the person we are searching for to join our team!**

- Outgoing, positive personality who enjoys working with a diverse group of co-workers and external partners,
- Excellent interpersonal communication skills, especially strong in coaching and providing assistance and guidance,
- Strong personal motivation and drive – an energetic and committed self-starter,
- System thinker who embraces innovation

- Interest and curiosity in a wide array of technical job duties and attention to details,
- Excellent attendance and personal accountability.

### **City of Tacoma Recruitment Information:**

One of the primary goals of the City of Tacoma Equity and Empowerment Initiative is that the City of Tacoma workforce reflects the community it serves. We actively work to eliminate racial and other disparities and we welcome candidates with diverse and/or multicultural skill sets and personal experiences. Our goal is for Tacoma to be an inclusive and equitable place to live, work and play.

### **QUALIFICATIONS: Essential Duties:**

- Provide professional and technical assistance to building owners and permit customers on efficient building practices, incentives and options for sustainable buildings, with emphasis on emerging policies or technologies.
- Develop and oversee a Construction and Demolition Diversion program that includes data collection and analysis, monitoring, reporting, education, regulation and enforcement.
- Lead regular internal meetings with the cross-departmental Green Building Team (Power, Water, Solid Waste, Surface Water utilities, Planning and Development Services Department).
- Develop liaisons between Tacoma and various state, regional and local organizations and agencies, coordinate communication, projects and activities and code modifications.
- Collaborate with outside organizations and resources on education and outreach opportunities for staff and the building community.
- Provide recommendations to management on green building policies, incentives and codes through conducting research, analysis and evaluation, and preparing projects reports.
- Provide updates to management on program objectives, performance and outcomes.

### **DESIRABLE QUALIFICATIONS (TRAINING AND EDUCATION):**

Bachelor's degree typically required in Environmental Planning/Policy/Science, Engineering, Urban Planning, Sustainability, Architecture, Economics or related field and at least three years of experience related to sustainable building development, policy, and/or programs.

Master's degree preferred.

Demonstrated experience with meeting facilitation, education and training, graphics, presentation and report writing.

### **LICENSING, CERTIFICATIONS AND OTHER LEGAL REQUIREMENTS**

There may be instances where individual positions must have additional licenses or certification. It is the employer's responsibility to ensure the appropriate licenses/certifications are obtained for each position. Depending upon assignment, a WA driver's license may be required.

Preferred but not required: Green building certification or credentials (LEED Green Associate, Sustainable Building Advisor, Passive House, etc.)

### **KNOWLEDGE & SKILLS:**

### **COMPETENCIES: Analysis**

Gather, assemble, analyze and evaluate facts to draw logical conclusions, make proper recommendations and prepare clear, concise, and comprehensive written reports presenting statistical, graphical, and other

reporting methods to audiences of varying technical sophistication.

### **Technical Knowledge**

Knowledge of historical and current commercial and residential construction, including proven green building design, techniques, technologies and materials.

### **Communication Effectiveness**

Being self-reflective in communicating in a culturally competent way, with a diverse range of audiences, both orally and in writing, using both technical and non-technical language, and being adaptive to different social contexts.

### **Relationship Building**

Listen and interact respectfully and sensitively with individuals and groups to develop and maintain productive relationships and achieve results. Convey clear, timely, persuasive messages that positively influence the thoughts and actions of others.

### **Professionalism**

Conduct all assignments in a professional and timely manner. Work with confidentiality and discretion. Maintain professional skills that apply to all aspects of field of assigned specialty through continued education and/or training. Remain current by reading and interpreting applicable ordinances, rules, regulations, policies and procedures.

### **Resourcefulness in Problem Solving**

Use intelligence, common sense, hard work and tenacity to solve particularly difficult or complicated challenges.

## **SELECTION PROCESS & SUPPLEMENTAL INFORMATION:**

### **Our City:**

With a population over 210,000, Tacoma is the second largest city in the Puget Sound region, gracing the shores of Commencement Bay. We are a diverse, progressive, international city that serves as a gateway to the Pacific Rim and the rest of the world. Named one of the most livable areas in the country by Livability.com, Tacoma and the surrounding area is a playground for outdoor and maritime enthusiasts. Our businesses are vibrant, our parks are beautiful, our schools are exceptional, and our housing is affordable.

When you work for the City of Tacoma you'll enjoy a healthy work/life balance, the potential for flexible schedules with some job classifications, continuing education programs, leadership pathways, wellness incentives and a total rewards benefits program. We welcome you to take a look at our website and discover how the City of Tacoma can make your next career move part of our combined destiny:

<http://www.traveltacoma.com/>  
<http://www.cityoftacoma.org/newhires>

The City of Tacoma believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Interested individuals must **complete the online application and attach a detailed resume and cover letter** that includes major responsibilities and accomplishments related to this position. The online application system requires you to enter a substantial amount of

information. Be prepared to spend a minimum of **one** hour entering the required information.

Candidates who are eligible for **Veteran's Preference** scoring criteria must attach a copy of their DD-214 member copy 4, (proof of military discharge form) **at time of application**, to be eligible for review for Veteran's Preference, with redacted birth date and social security numbers

Applicants who meet the minimum qualifications will be placed on a Referral List and eligible for interview selection for a period of one year.

Per City of Tacoma Personnel Management Policy #170, the **City of Tacoma is a drug-free work environment. Appointment is subject to successful completion of a pre-employment background check.**

**Communication from the City of Tacoma:**

We primarily communicate via e-mail during the application process. E-mails from cityoftacoma.org and/or neogov.com must be placed on your safe domain list to ensure that you receive notifications in a timely manner. As a precaution, you may also want to check your junk e-mail folders.

Questions regarding this announcement may be directed to the Human Resources Department at 253.591.5400.

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APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.cityoftacoma.org>

ALTERNATIVE FORMAT MAY BE OBTAINED AT:

Human Resources Department  
747 Market Street  
Tacoma, WA 98402-3764  
253-591-5400

Job #1120-19E  
GREEN BUILDING SPECIALIST (MANAGEMENT ANALYST II)  
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### Green Building Specialist (Management Analyst II) Supplemental Questionnaire

- \* 1. INSTRUCTIONS: These questions will be used to determine whether you meet the minimum qualifications for this position and as a tool to screen applications prior to an in depth look at your application materials. They should be completed thoroughly and honestly. Your responses to these questions may be assessed through the interview and reference check process. Any sign of deliberate misinformation or intentional exaggeration will result in disqualification from the hiring process and possible bar from future employment opportunities with the City of Tacoma. I certify that the information provided is accurate and complete to the best of my knowledge and I understand that any falsification may cancel any terms, conditions, or privileges of employment. Please indicate "Yes" to show that you have read and understand these instructions.
- Yes  
 No
- \* 2. Which best describes your highest level of education?
- High school diploma or GED  
 Some college  
 Bachelor's Degree  
 Master's Degree  
 PhD, JD, or other post graduate degree
- \* 3. Do you have a Bachelor's degree in Environmental Planning/Policy/Science, Engineering,

Urban Planning, Sustainability, Architecture, Economics or related field and at least three years of experience related to sustainable building development, policy, and/or programs?

- Yes  
 No

- \* 4. Please describe your ability to analyze a system and make recommendations for improvement.
  
- \* 5. One of the City's Principals that Guide Us is Integrity. In detail describe a situation where you worked to gain the confidence and trust of others through honesty, integrity and authenticity. How did you use your influence to create buy in and respect?
  
- \* 6. One of the City's Principals that Guide Us is Service. In detail describe a situation where you built strong customer or employee relationships and delivered solutions that both achieved your goals as well as the needs of the customer/employee.
  
- \* 7. One of the City's Principals that Guide Us is Excellence. In detail describe a situation where you developed an effective and efficient product, project or program with a focus on continuous improvement and sustainability.
  
- \* 8. One of the City's Principals that Guide Us is Equity. In detail, describe a situation where you helped to create and sustain an organizational or workplace environment that acknowledges and celebrates diversity and employs inclusive practices throughout its daily operations.
  
- \* 9. What steps would you take to create a climate that is supportive and respectful of differing perspectives and experiences? How would you measure the success of this objective?
  
- \* 10. Please tell us how you learned about this job opening.
  - Job Interest Card notification
  - Internet search
  - Professional organization
  - Community organization
  - Military organization
  - Union job posting
  - City of Tacoma employee
  - Online job board posting
  - Word of mouth
  - Other
  
- \* 11. Please provide specific information regarding how you learned about this job opening. Thank you, your feedback will be used to evaluate our success reaching the public and refine our methods for future job postings.
  
- \* 12. Did you attach a **detailed resume** that indicates past work experience and a brief **cover letter** stating why you are interested in this position?
  - Yes

No

\* Required Question