



# City of Seattle Boards & Commissions Notice of Appointment

<b>Appointee Name:</b> <i>Damien James</i>		
<b>Board/Commission Name:</b> <i>Housing Levy Oversight Committee</i>		<b>Position Title:</b> <i>Member</i>
<input checked="" type="checkbox"/> <b>Appointment</b> OR <input type="checkbox"/> <b>Reappointment</b>	<b>City Council Confirmation required?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Appointing Authority:</b> <input checked="" type="checkbox"/> City Council <input type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i>	<b>Term of Position: *</b> 1/1/2022 <b>to</b> 12/31/2023  <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>	
<b>Residential Neighborhood:</b> <i>Issaquah</i>	<b>Zip Code:</b> <i>98029</i>	<b>Contact Phone No.:</b> [REDACTED]
<b>Background:</b> Damien James brings compassion and commitment to affordable housing to his role on the Seattle Housing Levy Oversight Committee. Through his own experiences in life and work, he saw firsthand the struggles of housing insecurity and the realities of affordable housing operation and maintenance. Damien worked for 11 years at Catholic Community Services, completing his tenure there as the Facilities Director managing a multimillion-dollar budget, covering dozens of sites and multiple staff and serving as the facilities and building operations leader and capital project manager. Damien is currently the Director of Facilities and Transportation at The Northwest School.		
<b>Authorizing Signature (original signature):</b>  <b>Date Signed (appointed):</b> 3/8/22	<b>Appointing Signatory:</b> <i>Councilmember Teresa Mosqueda</i>	

\*Term begin and end date is fixed and tied to the position and not the appointment date.

# DAMIEN JAMES

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h [REDACTED]

a [REDACTED]

[REDACTED]

## SKILLS

- Contractor oversight
- Preventive maintenance
- Inventory replenishment
- Team management
- Deadline management
- Building systems understanding
- Safety management
- General math skills
- Equipment troubleshooting
- Strong mechanical skills
- HVAC Knowledge
- Strong team player
- Project management skills
- Hand/power tools
- Strong written and verbal communication skills
- Sewer-plumbing knowledge
- Customer service oriented
- Supervisory experience
- Microsoft office

## EDUCATION

Parkland College  
Champaign, IL • 1998

GED

Seattle Central Community College  
Seattle, WA • 2010

Associate of Arts: Human Services  
Business Management

## CERTIFICATIONS

Certified Facilities Management Via

## PROFESSIONAL SUMMARY

Resourceful and proven Facilities Director demonstrating a diverse skill-set and knowledge base acquired through 12 years of experience in facilities/maintenance roles. Pursuing a role in which my team-player and leadership skills, results-based problem solving and operations management will seamlessly transfer into a culture that supports the needs of those we serve.

## WORK HISTORY

### Catholic Community Services of Western Washington - Facilities Director

Seattle, Washington • 03/2010 - Current

- Prioritize, monitor, and delegate tasks to maintenance team, operations management
- Procure information from various vendors to ensure cost-effective purchasing.
- Provide guidance/research to senior management regarding project/construction bids for capital improvements/renovations.
- Provide direct leadership, including job training, staff performance/development, disciplinary actions, safety training.
- Source outside contractors/architects for capital projects including review and selection
- Maintain/supervise daily facility operations.
- Active appointed member of agency safety committee creating/developing new policies for safety guidelines, and risk management
- Monitor building systems (fire, security, backflow, elevator) for annual testing, repairs, maintenance.
- Organize/create ongoing maintenance schedules to boost system performance.
- Inspect final project results determining quality levels and isolate root cause of any identified faults.
- Establish procedures for handling scheduled/planned repairs, maintenance and system/building updates.
- Vehicle/fleet management
- Provide direct support for approx. 32 different sites/locations/programs totaling more than 219k sq ft.
- Acquire and manage vendor relations
- Budget review/ analysis/ planning (annual operating cost 3-6 million)

### Nordstrom - Lead Loss Prevention Agent

Seattle, Washington • 06/2006 - 10/2009

Provided strategic shrinkage reduction.

Conducted internal shrinkage investigations

Acted as first responder in crisis management

### GlacierBay Tour and Cruises - Deckhand

University of Washington  
Certified First responder via FEMA  
CPR/ Defib certified

*Juneau, AK • 06/2001 - 01/2005*

- Laid and transferred rigging, safely handled lines and checked tow for 2 vessels.
- Collaborated with First Mate/ Captain to keep detailed inventory records and replenish maintenance supplies.
- Assisted with navigation and chart-plotting tasks as look-out.
- Cleaned, painted and maintained our vessels.
- Used hand-tools to repair, maintain and clean 169-foot M/V

# Housing Levy Oversight Committee

Thirteen Members: Pursuant to Ordinance 125028, all subject to City Council confirmation.

- 6 City Council-appointed
  - Position 8 (City employee): Seven year term
  - Positions 9 and 10: Two year terms\*
  - Positions 11, 12, and 13: Three year terms
- 7 Mayor-appointed
  - Position 1 (City employee): Seven year term
  - Position 2, 3, and 4: Two year terms\*
  - Positions 5, 6, and 7: Three year terms

\*Subsequent appointees to the Oversight Committee shall each serve for a term expiring three years after the expiration of the initial term for the position.

## Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
6	F	N/A	1.	Mayor representative	Leslie Brinson	1/1/17	12/31/23	1	Mayor
6	F	3	2.	Member	Ann T. Melone	1/1/22	12/31/23	3	Mayor
1	F	4	3.	Member	Pradeepta Upadhyay	1/1/22	12/31/23	3	Mayor
6	F	6	4.	Member	Dan Wise	1/1/22	12/31/23	1	Mayor
3	F	6	5.	Member	Denise Rodriguez	1/1/22	12/31/23	1	Mayor
2	F	5	6.	Member	Patience Malaba	1/1/22	12/31/23	1	Mayor
1	M	3	7.	Member	Joel C. Ing	1/1/22	12/31/23	1	Mayor
6	F	N/A	8.	Council representative	Traci Ratzliff	1/1/17	12/31/23	1	Council
2	M	N/A	9.	Member	Damien James	1/1/22	12/31/23	1	Council
6	M	2	10.	Member	Colin Morgan-Cross	1/1/22	12/31/23	3	Council
6	F	6	11.	Member	Beth Boram	1/1/22	12/31/23	3	Council
6	F	4	12.	Member	Erin Christensen Ishizaki	1/1/22	12/31/23	3	Council
2	F	2	13.	Member	Vallerie Fisher	1/1/22	12/31/23	3	Council

## SELF-IDENTIFIED DIVERSITY CHART

	(1)		(2)		(3)		(4)		(5)		(6)		(7)		(8)		(9)	
	Male	Female	Transgender	NB/ O/ U	Asian	Black/ African American	Hispanic/ Latino	American Indian/ Alaska Native	Other	Caucasian/ Non-Hispanic	Pacific Islander	Middle Eastern	Multiracial					
Mayor	1	6			2	1	1			3								
Council	2	4				2				4								
Other																		
<b>Total</b>	<b>3</b>	<b>10</b>			<b>2</b>	<b>3</b>	<b>1</b>			<b>7</b>								

## Key:

\*D List the corresponding Diversity Chart number (1 through 9)

\*\*G List gender, M= Male, F= Female, T= Transgender, NB= Non-Binary O= Other U= Unknown

RD Residential Council District number 1 through 7 or N/A

Diversity information is self-identified and is voluntary.