

## JOB DESCRIPTION

Job Title	Lead Based Paint Hazard Control Program Specialist (Program Manager)		
Supervisor's Title	Housing Manager (Project Director)		
Department	Housing	Grade	N/A
FLSA Status	Exempt	Date Revised	September 1, 2017

**This is a limited position contingent upon grant funding expected to be available for 36 months.**

POSITION PURPOSE	Coordinates with Rehabilitation Specialist (Lead Risk Assessor), homeowner and contractor and manages completion of Lead Based Paint Hazard Control Program and HUD Healthy Homes Program projects.
ESSENTIAL DUTIES	<ol style="list-style-type: none"><li>1. Perform project management duties which include – site visits, review and perform lead risk assessment, develop description of work, release bid packages to qualified pool of contractors, award contract to low bidder</li><li>2. Monitor work in progress for compliance with job specifications and proper job management by contractors and verify proper workmanship prior to submitting payment</li><li>3. Coordinate and intervene with the contractor and owner regarding costs, compliance and industry standards</li><li>4. Monitor quality control during lead hazard work to ensure compliance with description of work</li><li>5. Outreach and recruitment</li></ol>
OTHER DUTIES	<ol style="list-style-type: none"><li>1. Ensure grant agreement compliance</li><li>2. Prepare accurate periodic report for submittal to agency and funding partners</li><li>3. Communicate with grant officers, the public and neighborhood reps</li><li>4. Data management and input</li><li>5. File review and compliance monitoring</li><li>6. Monitor legal documents to include recording Deeds of Trust and loan forgiveness</li><li>7. General administrative duties to assist other program staff</li><li>8. Participate on the State Coalition for Elimination of Childhood Lead Poisoning</li></ol>

**INCUMBENTS ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB**

### JOB SPECIFICATIONS

KNOWLEDGE/SKILLS AND EXPERIENCE	<ul style="list-style-type: none"><li>▪ Licensed Colorado State Lead Based Paint Inspector and Licensed Risk Assessor (Must be able to obtain within three months of hire. Required training will be provided.)</li><li>▪ Experience in lead hazard control, housing rehabilitation and healthy homes assessments</li><li>▪ Familiarity with the HUD Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA)</li><li>▪ Demonstrable experience in project management, grant management, or similar</li></ul>
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- Microsoft Office computer skills to generate communication, reporting as needed
- Ability to perform detail-oriented work and coordinate with team members
- Excellent organizational skills, and some public speaking
- Strong inter-agency collaboration so as to move strategic plan forward
- Bilingual in Spanish and English highly preferred
- Colorado Driver's license with good driving history

Experience - 5 years' experience in project management, including inspections, or as a construction superintendent or any equivalent combination of education and experience.

Related Experience and Educational Preferences:

Familiarity with Renovation, Repair and Paint Program – EPA rules or environmental work.

Familiar with Colorado Air Quality Control Regulation No. 19

Experience with HUD funded, CDBG and HOME Rehab Programs preferred.

Software Utilized – Microsoft Office, Microsoft Access

SUPERVISORY  
RESPONSIBILITY

- None

WORKING CONDITIONS

- Some office work
- In-field inspections in client's homes require may use of ladders and entering crawlspaces and removal of access covers to plumbing and electrical connections
- Use of personal vehicle required
- Occasional travel required

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

<b>APPROVAL SIGNATURES</b>			
Department Manager	_____	Date	_____
Human Resources Manager	_____	Date	_____
Executive Director	_____	Date	_____