



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Lead Hazard Control Program Administrator

Department: Planning & Development Services

Reports to: Planning & Development Services Director

Pay Range: \$20.81-29.14

Date Established: 8/2017

Date Revised: 8/2017

FLSA Status: Non-Exempt

CLASSIFICATION SUMMARY

The Lead Hazard Control Program Administrator coordinates activities funded through the City's Lead Safe and Healthy Home (LSHH) grant program. This is a limited service grant funded position contingent upon annual federal grant allocation.

The job performs property inspections to determine work needed to bring the property into compliance with federal lead hazard control standards, and monitors work done with the property owner and contractor. The job ensures projects comply with Housing and Urban Development (HUD), Environmental Protection Agency (EPA), and Office of Lead Hazard Control and Healthy Homes grant requirements.

The job requires knowledge of construction practices and terminology and the ability to obtain and maintain EPA certification as a Lead Based Paint Risk Assessor. Knowledge of local, state, and federal procurement and contracting laws, rules and regulations is required. Knowledge of or grant administration experience is preferred.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment is a Department office and field inspection environment that may include exposure to adverse weather conditions, hazardous materials, and working at heights. The noise level is generally moderate.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Receives applications for program assistance and ensures eligibility of applicants for participation in the LSHH program. Inspects properties of eligible applicants, and prepares lead-based paint risk assessments, including estimating costs, preparing scopes of work, and coordinating with property owners and contractors.

Performs property inspections determining possible presence of lead-based paint hazards. Determines if property is in a designated flood plain and prepares appropriate documentation. Manages the temporary relocation of building occupants during lead hazard control work. Ensures rehabilitated property complies with applicable building codes and HUD and EPA regulations.

Coordinates and manages community outreach and education events to grow awareness of the City's Lead Safe and Healthy Homes program, as well as provide information and knowledge to the community about the dangers of lead-based paint and childhood lead poisoning.

Documents and ensures work is done and City remains in compliance with OSHA, HUD, EPA, and other applicable codes and regulations, and meets the requirements of the Lead Hazard Control Grant. Reviews literature and stays current on applicable building and construction codes. Stays current on applicable federal codes including, but not limited to, OSHA, HIPPA, EPA, and HUD requirements. Maintains required EPA certifications.

Maintains records, documents, and logs of projects, including lab tests, lead-based paint clearances, and child blood lead level testing. Maintains database of lead safe and healthy homes created through the City's program.

Answers inquiries and provides information to property owners, contractors, other City agencies, and other interested and affected parties on lead-based paint identification and removal.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Methods, techniques, and objectives of building and property inspection, with emphasis on identifying lead-based paint;
- Federal program administrative requirements, methods, techniques, and objectives;
- Basic construction methods, materials, and techniques;
- Federal (HUD, EPA, OSHA, HIPPA), state, City, and other applicable codes for the identification and safe removal of lead-based paint;
- Childhood lead poisoning and elevated blood lead level testing requirements;
- Basic application for assistance processing;
- Construction cost estimation, scope of work preparation, and construction contract management;
- Operation of specialized equipment to determine the presence of lead-based paint;
- Operation of standard office equipment;
- Operation of a personal computer and job-related software applications.

Skill and Ability to:

- Perform a lead-based paint risk assessment, prepare a plan for its removal, estimate project cost, and prepare scopes of work;
- Coordinate projects with property owner and contractor;
- Document and ensure work is done and City remains in compliance with OSHA, HUD, EPA and other applicable codes and regulations;
- Perform outreach activities to further grant program;
- Maintain required EPA certifications;
- Maintain records, documents, and logs and prepare periodic reports;
- Demonstrate strong customer service principles including issue resolution;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED required, with a college degree preferred;
- HUD and EPA lead-based risk assessor certification is required within six (6) months of hiring;

- Three (3) to five (5) years construction or building inspection or project management experience is preferred;
- Idaho driver's license is required;
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, climb a ladder, work at heights, use hands to handle materials, manipulate tools, keyboard and type, reach with hands and arms, and operate a motor vehicle and job-related equipment. The employee must occasionally lift and/or move up to 50 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is a limited service (potentially 3 year) grant position contingent upon annual federal budget allocation.