



# HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, Burlington, VT 05401

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## LEAD PROJECT SPECIALIST Community and Economic Development Office

**POSTING DATE:** October 21, 2011

**DEADLINE TO APPLY:** November 9, 2011

**RATE OF PAY:** \$42,777/year

**POSITION STATUS:** Regular, Full Time

**EXEMPT/NON-EXEMPT:** Exempt

**CLASSIFICATION GRADE:** 16

**APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE**

This position is primarily a project management position for lead hazard reduction and healthy homes activities in income eligible housing. Also responsible for providing training and technical assistance to contractors, property managers, non-profit housing organizations, and private landlords, as applicable, regarding the program and other issues related to healthy housing and lead paint hazard reduction. All lead hazard reduction activities are completed following the Vermont Regulations for Lead Control and HUD's Guidelines for the Evaluation and Control of Lead Hazards in Housing (rev. 1997).

### Essential Job Functions:

- Assist in determining the eligibility of applicant properties.
- Perform lead risk assessments in eligible housing units.
- Interpret and communicate with property owners and occupants the finding of the XRF report.
- Communicate with property owners, tenants, and others about various options for lead hazard control.
- Draft computer-generated specifications for lead hazard control activities to be conducted at eligible properties.
- Conduct Healthy Housing assessments and plan appropriate interventions.
- Coordinate with the Division of Historic Preservation (or their designated representative) regarding historically sensitive treatments and specifications for historic buildings.
- Plan and execute bid walk-throughs with property owners and contractors.
- Assist property owners in the selection of and negotiations with qualified contractors.
- Assist in the preparation of grant agreements, construction contracts, and other program documents.
- Facilitate contract closings.
- Assist in the preparation of relocation plans for residents.
- Prepare and process Zoning and Building Permit applications for projects.
- Assist with the scheduling of the work to be completed, with certified contractors, property owners, and others.
- Provide oversight of contractors during construction, conduct substantial completion inspections, and review requests for payment.
- Perform lead clearances & review laboratory analysis results for achievement of clearance standards.
- Monitor XRF testing consultants and analytical laboratory to insure proper protocols are followed.
- Review and update standard inspection and hazard reduction protocols, based on the requirements of HUD's Guidelines for the Evaluation and Control of Lead Hazards in Housing.
- Maintain current knowledge of proposed and published federal laws and rules governing lead abatement.
- Participate in program strategic and operational planning.
- Duties are performed in the field and in an office setting. Some travel is required for which private means of transportation must be available. Field work will involve being in proximity to lead hazards. Some work outside of regular working hours may be required.

### Qualifications/Basic Job Requirements:

- Bachelor's degree and three years experience in lead paint hazard reduction in housing, housing rehabilitation or construction, weatherization or housing project management required.
- Experience in specification writing and preparation of bid and contract documents.
- Knowledge of the hazards of lead and healthy housing issues, hazard reduction and abatement techniques preferred.
- Must be able to obtain certification in Vermont as a lead Inspector/Risk Assessor, Contractor Supervisor, and Project Designer.
- Ability to screen applicants for program eligibility, develop marketing materials, and represent CEDO in the community.
- Proficiency in knowledge of Windows-based software including, but not limited to word processing, spreadsheet, database programs and specification development or construction management software preferred.
- Ability to work independently, set priorities, and to budget time and work load.
- Knowledge of governmental and industry standards related to lead/healthy housing preferred.
- Knowledge of the methods of sampling & lead analysis and understanding of quality control measures preferred.
- Demonstrated ability to conform to regulatory and program details.
- Ability to communicate effectively, both in writing and orally.
- Interact with courtesy when dealing with the public.
- Must obtain and maintain a valid Vermont State driver's license.

**The City of Burlington does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age, or disability in employment or the provision of services. Submit City of Burlington Application, cover letter and resume by Nov. 9, to:** Human Resources Department, 179 S. Winooski Ave., Burlington, Vermont 05401. Available in alternative formats for persons with disabilities. For disability access information, or to request an application, contact Human Resources at (802) 865-7145 or (802) 865-7142 (TTY)

**WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.**