



## CITY OF WOONSOCKET

### POSITION DESCRIPTION

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**JOB TITLE:** Lead Construction Specialist

**DEPARTMENT/DIVISION:** Department of Planning & Development

**SALARY/HOURS:** Negotiable based on experience | 40-hour work week

**POSITION SUMMARY:** Working under the Program Director and Lead Program Manager, and with the Lead Risk Assessor, the Lead Construction Specialist is responsible for inspecting older residential buildings for lead hazards, developing construction specifications, accepting bids from contractors, monitoring construction progress, and acting as mediator between the property owners and construction contractors. The Lead Construction Specialist helps maintain the project budget, obtains authorizations, maintains files, and completes paperwork. The Lead Construction Specialist manages multiple projects associated with the City's Lead Hazard Reduction Program (LHRP) concurrently in accordance with all City, State, and Federal regulations.

#### **DUTIES & RESPONSIBILITIES:**

- Conducts field inspections for the purpose of (1) writing construction specifications for lead abatement and rehabilitation work, and (2) enforcing City, State, and Federal codes, laws, and ordinances.
- Prepares cost estimates for each item of repair for inclusion in the construction specifications.
- Conducts site walkthroughs with contractors prior to bidding and accepts bids on behalf of property owners.
- Monitors progress, quality-of-work, and compliance of contractor in accordance with specifications and applicable regulations on a regular basis. Requires corrections if necessary.
- Makes routine drive-by inspections of construction sites.
- Acts as mediator between the property owners and construction contractors.
- Communicates and works with City staff, sub-grantees, and others to ensure all components of each unit's scope-of-work are completed, and, more generally, that LHRP benchmarks and outcomes are achieved.
- Assists with project budgets, obtaining authorizations, paperwork (including filing certificates of completion), change orders and/or payments, and the compilation of data for technical and administrative reports.
- This description is not an all-inclusive list of responsibilities. The Lead Risk Assessor performs related work as required.

**QUALIFICATIONS:**

- 5 years of experience in housing construction or rehabilitation, project cost estimation, lead abatement specifications writing, reading of lead inspection reports, and reading of building plans. Familiarity with building inspection and code enforcement. College education in related field may be substituted on a year-for-year basis.
- Possession of any license, training, or certification required by law or regulation to complete the assigned tasks.
- Capable of making independent decisions at construction sites regarding proper construction procedures and practices.
- Capable of dealing with the general public in a professional manner and capable of articulating construction procedures and policies.
- Possession of a valid driver's license and the ability to safely operate a vehicle.
- Ability to operate modern office equipment including but not limited to a personal computer, typewriter, calculator, copier, facsimile machine and multi-line telephone system.
- Willingness to performing tasks both indoors and outdoors, regardless of weather conditions.

**KNOWLEDGE, SKILLS AND PERSONAL QUALITIES:**

- Thorough knowledge of principles and practices of the building code and construction industry.
- Thorough knowledge of standard tools, equipment, methods, and materials used in the construction and maintenance industry.
- Thorough knowledge of Federal, State and local laws and ordinances governing the activities of the department, which includes all Federal Lead Based Paint regulations.
- Thorough knowledge of City rules and regulations, policies and procedures.
- Ability to prepare clear and concise reports.
- Ability to speak and write effectively.
- Ability to communicate effectively with both skilled and unskilled workers in the building industry.
- Ability to communicate effectively with homeowners and their representatives.
- Ability to establish and maintain effective working relationships with associates and the general public.

**OR:** Any combination of education and experience that shall be substantially equivalent to the above education and experience.

**PHYSICAL DEMANDS:** Work requires some agility and physical strength, such as moving about construction sites, over rough terrain, or standing/walking for much of the workday. Employee is exposed to outdoor work, traffic, loud noises, emotional stress, and risk of personal injury. Duties are largely mental rather than physical, but may require minimal motor skills for activities such as moving objects, operating a personal computer/office equipment, sorting papers, or operating a motor vehicle. Position requires constant reading of documents and reports for understanding. Employee is not required to distinguish colors.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EQUAL OPPORTUNITY:** The City of Woonsocket is an equal opportunity employer and considers applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, gender identity, expression, or any other legally protected status.