



CITY OF WOONSOCKET

POSITION DESCRIPTION

JOB TITLE: Lead Program Manager

DEPARTMENT/DIVISION: Department of Planning & Development

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

POSITION SUMMARY: Working with the Program Director, Lead Construction Specialist, and Lead Risk Assessor, the Lead Program Manager is responsible for the day-to-day operations of the City's Lead Hazard Reduction Program (LHRP) in accordance with all City, State, and Federal regulations.

DUTIES & RESPONSIBILITIES:

- The Program Manager is responsible for or manages and oversees:
 - LHRP policies and procedures, environmental reviews, application completion, grant agreements, risk assessment, contract bidding, resident relocation, lead abatement, clearance inspections, program reporting (including quarterly reports), program analysis and evaluation, lead worker training, and outreach and education.
- The Program Manager coordinates with, monitors, and distributes funds to partners and subgrantees and is responsible for developing an outreach plan with said subgrantees.
- The Program Manager assists the Director of Planning & Development with regulatory compliance, including with Housing & Urban Development OLHCHH requirements, Lead Hazard Control Program Protocol, State of Rhode Island Real Estate & Housing policies, the Lead Safe House Rule, and Federal Title X regulations.
- The Program Manager spends time in the field meeting with owners, tenants, City staff, and contractors.
- The Program Manager will be the primary contact for the LHRP including for HUD OLHCHH.
- The Program Manager attends training programs to stay abreast of changes to State and Federal regulations related to the program. There will be a minimum of two trainings per year that require long-distance travel.
- The Program Manager supervises the Lead Construction Specialist and the Lead Risk Assessor and closely coordinates with other City staff. Based on future grant awards, further positions may be added that fall under the supervision of the Lead Program Manager.
- The Program Manager performs related work as required.

QUALIFICATIONS:

- Bachelor's degree and three to five (3-5) years experience in the lead abatement field, including lead abatement construction, lead inspections, and/or public health lead poisoning response; or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Possession of any license, training, or certification required by law or regulation to complete the assigned tasks. Certification as a Rhode Island deleader, Rhode Island Lead Inspector, and/or Lead Poisoning Community Health Worker is preferred.
- Ability to work and make decisions independently. Ability to interact effectively with homeowners and members of the public, skilled and unskilled workers in the building industry, and City and State employees and officials, both orally and in writing. Ability to manage multiple tasks in an organized and a detailed-oriented manner. Ability to prepare detailed, accurate, and concise reports.
- Proficient skill in the operation of office equipment including a personal computer and the application of office software including word processing, spread sheet, and data base management applications. Proficient in the use of the internet, including data input into account-based Federal websites.
- Must have a valid driver's license and the ability to safely operate a vehicle.

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 State and Federal Lead Based Paint regulations.
- Thorough knowledge of City rules and regulations, policies and procedures.
- Familiarity with standard municipal operating procedures such as accounting/bookkeeping and procurement/budgeting.

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.