



CITY OF WOONSOCKET

POSITION DESCRIPTION

JOB TITLE: Lead Risk Assessor

DEPARTMENT/DIVISION: Department of Planning and 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 Construction Specialist, the Lead Risk Assessor is responsible for conducting lead risk assessments and post-lead-hazard-intervention clearance inspections for the Lead Hazard Reduction Program (LHRP). The Lead Risk Assessor manages multiple projects concurrently in accordance with all City State and Federal regulations.

DUTIES & RESPONSIBILITIES:

- Conducts inspections for the purpose of enforcing City, State, and Federal codes, laws, and ordinances.
- Responsible for initial lead inspections/surface assessment per unit; post-compliance assessment determination (per unit); visual re-inspection (per unit); re-inspection for re-occupancy; re-inspection for full compliance (per unit); clearance dust wipes (per wipe); soil risk assessment (per property); soil sampling (per composite sample); federal risk assessment; re-inspection pre-dust wipes; and site visit for re-inspection pre-dust wipes.
- During times of high demand, the Lead Risk Assessor procures and manages outside contractors to expedite workflow for additional lead risk assessments.
- Coordinates analysis of samples with outside firm.
- Communicates and works with City staff, subgrantees, 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 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:

- 3-5 years of experience in lead inspection field.
- Familiarity with housing construction, building plans, construction and lead abatement specifications, lead inspection reports, building inspection, code enforcement, and project estimates.
- Possession of any license, training, or certification required by law or regulation to complete the assigned tasks.
- Capable of dealing with the general public in a professional manner and capable of articulating lead inspection 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 standard tools, equipment, methods and materials used in the lead inspection field.
- 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.
- Ability to prepare clear and concise reports.
- Ability to speak and write effectively.
- Ability to exercise good judgment and make decisions.
- 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.