

City of Allentown
Position Description

Class Title: **LEAD PROGRAM MANAGER**
Grade Number: 10N; \$26.20 per hour
Department: Community & Economic Development
Bureau: Building Standards & Safety
Union: Non-bargaining

GENERAL PURPOSE

Performs a variety of HUD financed Lead-Based Paint management and administration, construction specifying and cost estimating, contract management, inspection, and code enforcement duties to ensure compliance with the Property Rehabilitation and Maintenance Code, State Regulations and Federal (HUD) regulations and guidelines relating State and Federal funding. The Lead Program Manager works under the supervision of the Director of Building Standards and Safety and in conjunction with the Allentown Health Bureau.

SUPERVISION RECEIVED

Works under the supervision of the Director of Building Standards and Safety.

SUPERVISION EXERCISED

Exercises supervision over the Rehabilitation Specialist and the Financial Specialist.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages and operates the HUD funded Lead-Based Paint Hazard Control Program including paint management and administration, construction specifying and cost estimating, contract management, environmental reviews, and other duties as assigned.
- Advises property owners on steps required to bring their properties into compliance with applicable codes.
- Assists property owners in securing contractors and materials required, prepares construction specifications, and cost estimates of work required.
- Oversees contracted work to ensure compliance with codes and fulfillment of the contract.
- Assists property owners in their dealings with contractors, deals with problems as they arise, and mediates property owner/contractor disputes.
- Directs property owners to sources of financial aid.
- Prepares and submits regular reports to monitoring agencies and individuals.
- Maintains records necessary to track progress of rehabilitation work and to meet HUD or State requirements.

- Certifies units and properties as being in compliance when violations are corrected.
- Approves construction progress and final payments.
- Responsible to apply and enforce HUD Lead-Based Paint hazard reduction requirements.
- Performs other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) A high school diploma and three years housing inspections or construction.
- (B) The use of the incumbent's personal car for which mileage reimbursement will be \$.54 per mile, or revised City reimbursement rate.
- (C) Valid Pennsylvania Driver's license.
- (D) Computer skills.

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of general construction methods and practices and the appropriate codes and regulations.
- (B) Knowledge of and experience in Lead-Based Paint hazard remediation and abatement.
- (C) Certifications and training for Lead Based Paint hazard remediation as a Pennsylvania Department of Labor and Industry Lead Based Paint Inspector, Risk Assessor, Supervisor and Project Designer are preferred at hiring, or required to be obtained within six months of date of employment.
- (D) Experience in direct public contact is required.
- (E) The ability to deal and interact with the public in situations that require diplomacy and persuasion having to do with the application of City Codes and enforcement of codes against those who violate them.

TOOLS AND EQUIPMENT USED

Requires intensive daily use of computer, including Microsoft Office programs and cell phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Revised 8/8/16