

## RIHousing – Construction Specialist/LEAD Hazard Reduction Program

**Salary Range - \$57,578.15 - \$83,318.97**

### **What it's all about:**

This position is accountable for enforcing all requirements for lead inspection and abatement activities for RI/HUD Lead Hazard Reduction Program. The construction specialist is also responsible for recruitment, orienting, compliance and training of new contractors. **This position is a time-limited grant-funded position and will end when the grant funding terminates.**

### **What you'll do on a daily basis:**

RIHousing oversees the construction and lead hazard control work in accordance with Lead Hazard Reduction Programs on behalf of the U.S. Department of Housing and Urban Development and the State of RIHousing Resources Commission.

This position performs Healthy Homes inspections to ensure that the properties comply with minimum requirements, also reviews all lead inspection reports submitted by private lead inspectors for completeness and accuracy. Incumbent documents and informs the inspector of any errors or missing information. They identify and resolve any discrepancies with lead inspectors.

Incumbent works with property owners to prepare specifications and work orders for treating interior, exterior, soil, and water lead hazards identified in the inspection reports. Conducts a review of the specifications with the homeowner and contractor. This position creates and opens a bid for qualified contractors and then reviews all bid proposals from contractors for completeness and reasonableness. They also assist in securing documentation required for construction work and the closing process for grants or loans.

The incumbent monitors the lead remediation process from day one, including timely inspections during construction and documents progress on properties. They review the contractors' completed work, including a final clearance with the homeowner, and authorize/coordinate the lead inspector's final inspection. They ensure compliance with all program specifications and regulations and ensure a lead-safe property is achieved upon completion. This position also prepares and authorizes payments to contractors and inspectors for completed work, prepares and reviews appropriate documentation, and prepares and negotiates change orders within program parameters.

The incumbent will serve as a program ambassador with community organizations, homeowners, government agencies, cities, and towns to promote the program.

Incumbent will help recruit new contractors licensed to undertake lead remediation and assist in the recruitment, development, and training of contractors who want to become licensed.

The incumbent will manage the identification, prioritization and execution of remediation of Healthy Homes hazards, utilizing photographs and a Healthy Homes Assessment. They will use the Assessment to outline work and then a reassessment with photos to show addressed areas.

The incumbent works on other special programs and projects assigned.

### **What you'll bring to the team:**

- Perform Healthy Homes Assessment
- Educate the Homeowner(s) about RI Housing Lead Program, Healthy Homes Program, and the lead remediation process.
- Assemble a Scope of Work with RIH Cost Estimate
- Review inspection reports submitted by private lead inspectors to ensure accuracy and completeness.
- Prepare specifications for property owners based on lead inspection reports, photos, and notes taken at the HHA
- Create a complete Bid Package, and oversee bidding processes.
- Oversee the complete Contractor walk-through and its process.
- Review bid proposals from contractors to ensure completeness and feasibility.
- Monitor lead remediation process, including conducting timely on-site inspections, on-site spec review, change orders (as needed), final inspection, documenting progress, and authorizing payments.
- Perform special projects or research as assigned.
- Assist DOH (Department of Health) with Emergency Super Cleans.
- Work closely with the R.I Historical Preservation Society on all historical projects to ensure an acceptable Bid Package (Required by HUD) and approval on planned work.
- Assist in the evolving Policy and Procedures up-dating (as needed).
- Assist in the recruitment and training of new contractors

### **What you'll need to succeed:**

- Minimum 3 years of construction industry experience, extensive knowledge of lead inspection and lead hazard reduction activities, including the Rules and Regulations for Lead Poisoning Prevention
- Lead hazard training or certification preferred
- Experience working with private inspectors and contractors as well as homeowners
- Strong analytical, communications, and computer skills
- Ability to utilize or learn new software, familiarity with DocuSign, excel, and PDF editing. Office/Admin work is a considerable portion of the job
- Associate degree in architecture, civil engineering, or related field (Bachelors preferred); and/or equivalent work experience required
- Use of personal vehicle, valid driver's license, and proof of insurance is required.

### **Not sure you meet all the qualifications? Let us decide!**

### **Why RIHousing:**

- Mission-Driven Organization
- Dedicated Workforce
- Competitive salary
- Parking Stipend
- Medical/Dental/Vision/Life Insurance
- Paid Time Off
- Retirement Options
- Flexible Work Hours
- If Position Eligible, Future Hybrid Work May Be Available

- Education Reimbursement
- Onsite Fitness Classes
- Volunteer Days
- Winner of “Best Places to Work” 2016, 2018, 2019, 2021, 2022, 2023 & 2024
- PBN’s Worksite Health Award 2013 - 2024

**RIHousing** strives to ensure that all people who live or work in Rhode Island can afford a healthy, attractive home that meets their needs. A good home provides the foundation upon which individuals and families thrive, children learn and grow, and communities prosper.

To achieve our mission, we:

- Offer fair, affordable, and innovative lending programs.
- Provide housing-related education to consumers and others.
- Promote and finance sensible development that builds healthy, vibrant communities.
- Provide housing grants and subsidies to Rhode Islanders with the greatest need.
- Team up with partners to improve everything we do.

**RIHousing** uses its resources to provide low-interest loans, grants, education, and assistance to help Rhode Islanders find, rent, buy, build, and keep a good home. Created by the General Assembly in 1973, RIHousing is a privately funded public purpose corporation. RIHousing requires its employees to be highly motivated and knowledgeable, have a sound understanding of the changing needs of Rhode Island's housing market, be willing to work within and toward a smoothly integrated operation, demonstrate a commitment to serve the people of Rhode Island, especially those with low and moderate incomes in need of safe and affordable homes, and possess a high level of integrity and deep respect for all Rhode Islanders, including customers, partners and fellow employees.