

Habitat for Humanity Rogue Valley
Medford Lead Hazard Reduction & Healthy Homes Program
Draft Job Description
Project Manager

Summary

This is a full-time position. The position of the Lead Hazard Reduction Grant (LHRG) and Healthy Homes (HH) Program Manager is to perform the oversight and administration of the LHRG and HH programs for low-income homeowners and tenant households in Medford, OR. Enforce mandated rules, regulations, policies and procedures applicable to the LHRG and HH programs. Perform a variety of tasks relative to assigned areas of responsibility.

The LHRG/HH Program Manager reports to the Construction Director of Habitat for Humanity (HfH). Supervision of employees is not a responsibility of this position. Incumbents are expected to assist in the training and orientation of new employees.

Essential Job Function

These duties are a representative example: duties assigned may vary depending on the business needs of the department and agency.

1. Clerical Office and File Management
 - Respond to routine correspondence, memoranda and requests for information
 - Utilize various office equipment, computer applications and software packages; enter data, maintain and generate reports from a database or network system; create documents using word processing and other software
 - Maintain complex, accurate filing systems and records, including the retrieval, editing and entering of computer records: conduct file and recorded searches
 - Maintain regular work attendance with or without reasonable accommodations

2. Inspections, Risk Assessments and Lead Hazard Controls
 - Lead based paint inspections
 - Lead risk assessments
 - Develop scope of work for lead hazard control options (interim controls and abatements)
 - Contractor walk-through
 - Contractor monitoring
 - Change orders
 - Post hazard control visual inspection and clearance sampling
 - Coordinate completion of Tier II environmental reviews and State Historic Preservation Office requirements

3. Agency Interaction
 - Establishment of the necessary agreements between the various organizations (contracts and sub-agreements)
 - Obtain building permit information from various municipalities

- Interaction with City of Medford and Jackson County inspectors
- Complete the Project Closeout of each grant

4. Accounting and Reporting

- Create spreadsheets and maintain program expenditures and balances
- Cash requests from various funding sources
- Order rebates from utility companies
- Maintain database of clients, demographics and contractors
- Generate reports to various municipalities
- Generate and monitor budgets
- Process loan documents

Required Knowledge & Skills

- Community Development Block Grant funded housing rehabilitation or similar grant funded programs. Know or ability to learn. Operational characteristics, services and activities of a housing rehabilitation program
- Know or have ability to learn (within 60 days) HUD regulations, policies and procedures as it pertains to tasks
- Methods and techniques of conducting interviews with program applicants
- Methods and techniques of conflict resolution
- EPA/HUD lead-safe work practices
- OSHA lead in construction regulations
- Community resources and other services available to clients
- Rules and regulations governing housing rehabilitation programs as the relate to program eligibility
- Modern office procedures and methods including computers and supporting applications
- Principles and procedures of record keeping data management, storage and retrieval
- Problems, needs and lifestyle issues concerning the physically, socially and economically disadvantaged
- English usage, spelling grammar and punctuation
- Mathematical principles
- Pertinent Federal, State and local codes, laws and regulations including Fair Housing Act and American Disabilities Act
- Construction, remodeling and building codes
- Must have experience working with a low income diverse population

Ability to:

- Interpret various agreements with the municipalities and carry out the requirements of those agreements
- Follow written and oral instructions
- Interpret and explain program rules, regulations policies and procedures to participants
- Investigate and verify applicant information for accuracy and completeness
- Work effectively with people from diverse social, economic and racial backgrounds, as well as people with disabilities

- Prepare routine correspondence, letters, memoranda and clear and concise reports
- Interpret complex program requirements and apply to individual clients
- Calculate and interpret numerical data
- Maintain confidentiality in compliance with Federal Privacy Act
- Diffuse hostile and potentially dangerous situations
- Utilize a variety of computer software programs including word processing spread sheets
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those noted for the course of work
- Work independently in the absence of supervision

Job Qualifications

Equivalent to the completion of the twelve grade supplemented by college level course work in the field of construction, social science public administration or related areas. Must have current training in Lead Abatement/Assessment and EPA/HUD Renovation Repair and Painting, or be willing achieve the same or equivalent in a timely manner (within 60 days).

Preferred: At least one year experience as a certified lead-based paint abatement worker, remediation work, or in the building trades. Additional years of work experience may be required if the candidate does not hold a college degree or professional certificate in a related field.

License and Certificate

- Drivers Licenses with satisfactory driving record
- Possess current Lead Abatement Supervisor and Lead Risk Assessor certification with the Oregon Health Authority (OHA), or be willing to obtain within 60 days

Criminal Background

- Requires completion of a criminal background investigation which meets the requirements of HfH

Physical Demands

- The conditions herein 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 these essential job functions.

Environment

- Normal office setting: exposure to computer screens
- Residential settings that may contain mold, mildew, asbestos, lead-based paint and other hazards
- Travel within Jackson County is expected
- Flexibility in days and hours worked will be required
- HfH requires all new employees to be covered by the Pandemic Covid-19 as fully vaccinated with no exceptions

Physical

- Incumbents require sufficient mobility to work in an office sitting and operate office equipment; sitting, standing or walking for extended periods of time.

Vision

- Vision sufficient to read small print, computer screen and other printed documents.

Hearing

- Hearing sufficient for participation in phone conferences, client phone calls, presentations and communication with others as necessary.

Habitat for Humanity Rogue Valley is an equal opportunity employer.

The position is an exempt, salaried position.

Salary DOE

Benefits include a generous health care plan including dental and prescription at no cost to the employee. Holiday pay and PTO are provided.

The position is grant funded and may or may not exceed after a 3 year commitment.

To apply, send resume to Denise James, Executive Director to info@roguevalleyhabitat.org or mail to PO Box 688, Medford, OR 97501.