

## Lead Risk Assessor

### Background:

The Lead Safe Cleveland Coalition (LSCC) was created in 2019 to address the public health crisis of lead poisoning. The cornerstone of the LSCC's work is supporting the City of Cleveland's Lead Safe Certification law which requires residential rental properties built before 1978 to be proactively certified as lead safe. To support the Lead Safe Certification and broader lead poisoning prevention effort, the Coalition created and capitalized the Lead Safe Home Fund. The Lead Safe Home Fund is a first-of-its-kind, public-private solution to make homes lead safe. Its primary function is to provide financial assistance to property owners to perform lead mitigation work on properties located in Cleveland, Ohio.

In 2023, Cleveland Neighborhood Progress (CNP) was contracted as one of LSCC's multiple grants administrators. In this role, CNP administers grants to property owners in specific Cleveland neighborhoods to support repair work aimed at making properties lead safe. Additionally, CNP is expanding the LSCC's current workforce development program by training additional people in lead risk assessments. These trained individuals are then managed as in-house lead safe workers at CDCs throughout Cleveland, offering their services to property owners within their respective neighborhoods

The Jefferson-Puritas West Park Community Development Organization (Jefferson-Puritas) is the local nonprofit development corporation that serves the Jefferson and Bellaire-Puritas communities in the West Park neighborhood on Cleveland's far west side. The Jefferson-Puritas West Park Community Development Corporation is committed to maintaining and enhancing the full diversity of its residential, commercial and industrial communities, and to providing the planning necessary to ensure the vitality of its neighborhoods into the future through our four program areas: community development, community engagement, neighborhood services, and youth development.

As part of its ongoing commitment to this mission, Jefferson-Puritas is proud to partner with CNP to employ a Lead Risk Assessor at Jefferson-Puritas and support making properties in Cleveland's far west neighborhoods lead safe.

### Position Description:

The Lead Risk Assessor (LRA) will conduct risk assessments and clearance tests in homes and rental properties across West Park to ensure thorough removal of lead hazards. This role requires comprehensive knowledge and experience in lead remediation procedures, safety protocols, and testing methodologies to certify properties as lead safe. Collaborating with property owners, contractors, CNP, and other stakeholders, the LRA will ensure that mitigation work is completed properly and comprehensively.

Beyond these duties, the LRA will establish rapport and trust with residents and rental property owners regarding lead safety. The position will also facilitate access to resources, education, and training provided by the LSCC, further empowering the community with knowledge and support in lead hazard prevention and management.

The ideal candidate should be passionate about Cleveland, its neighborhoods, and its diverse residents, and have a servant leadership mentality – placing the growth and well-being of people and the communities to which they belong first and foremost. The candidate should be a problem-solver, good listener, and patient.

This person should also enjoy developing relationships, working with diverse groups of people, and helping residents work through challenges they are facing.

The Lead Risk Assessor is housed at the Jefferson-Puritas office and is part of a cohort of assessors deployed across the City of Cleveland. The LRA reports to the Executive Director, as well as the Lead Safe Workforce Manager at CNP. Additionally, this role closely collaborates with 8 other LRAs working in other CDCs across the City of Cleveland.

#### **Position Responsibilities:**

The Lead Risk Assessor will be responsible for the following:

- Performing initial lead risk assessments in homes and rental properties in West Park and other designated areas as needed, including visual assessment, dust and soil sampling.
- Performing final lead clearance exams in homes and rental properties where lead remediation was performed.
- Staying current with certifications and knowledge concerning lead, lead hazards, and strategies for lead remediation.
- Identify external and internal lead safety issues and create a scope of work for lead remediation.
- Actively working with the Executive Director, Assistant Director, Jefferson-Puritas team, CNP's Lead Safe team and other LRAs to assist property owners with program applications and access to other LSCC resources.
- Engaging in community outreach, establish trust, and assist residents in connecting with resources from the City of Cleveland, local nonprofits, and organizations to address lead and quality of life issues.
- Supporting the application process.
  - Accept direct applications from centralized Lead Safe Cleveland application portal.
  - Assist property owners with application.
  - Document applicant communication, follow up, and make referrals as needed.
- Collecting, inputting, and tracking field data.
  - Adhere to the LSCC reporting requirements.
  - Tracking contractor work progress and completion of work.

#### **Preferred Qualifications:**

- Lead Risk Assessor license
- Renovation, Repair & Painting (RRP) Certification
- Comfort with data collection, software, and technology (such as personal computers, handheld devices, and Microsoft Office Suites) preferred
- Ability to work independently and as part of a cohort/collaborative team.
- A valid State of Ohio Driver's License is required
- Reliable transportation to conduct work is required
- One year of experience in community building, engagement, or serving clients in a social service environment.
- Experience in building or remodeling, contracting, building construction estimating, building inspection, or building/real estate management.
- Proficiency in Spanish; ability to read, write, and speak Spanish.

#### **Lead Clearance Technicians are encouraged to apply but the following are required:**

- High school diploma/GED and 3 years lead experience; or Associate degree and 2 years lead experience; or Bachelor's degree and 1 year lead experience
- Lead Risk Assessor training provided if above requirements are met

**Training and Support for Lead Clearance Technician:**

We are committed to providing professional development opportunities to the hired candidate that will help them accomplish certain goals. Trainings will include, but are not limited to (if needed):

- Lead Identification and Remediation Training (if needed)
  - Single-day RRP training
  - Identification of lead hazards
  - Implementation of interim controls
  - Training on Lead 101 presentation to present to residents on implementation of interim controls.
- Lead Risk Assessor/Lead Inspector License – seven-day training (**Must meet requirements**)
  - Lead Inspector – three-day class, which concentrates on the use of X-Ray Fluorescence device, allowing performance of lead paint inspections and post hazard control clearances.
  - Risk Assessor – two-day class, learning risk assessments, developing standard written inspection protocols, and interpreting the results of lead inspections and making recommendations on hazard control options.
- Community Engagement Training working alongside LSCC marketing team, peers, and other participating CDCs to develop engaging and effective social media and outreach campaigns needed to implement an effective outreach strategy.
- Data collection, management, and reporting in Salesforce and construction management software
- Additionally: LRA will meet routinely with the Lead Safe Workforce Manager and as a cohort for peer-to-peer learning, mentorship, and assistance.
- Within first six months all Jefferson-Puritas employees are required to attend the Groundwater REI training through ThirdSpace Action Lab.

**Physical Demands:**

Ability to use a computer and keyboard. May require reaching, standing, walking, grasping, and feeling, and the ability to lift or move objects up to 40 pounds. May require vocal communication for expressing or exchanging ideas, hearing to perceive information at normal spoken word levels, visual acuity for color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

**Working Conditions:**

This position requires working in various homes, and the condition of each home may vary. The ability to adapt to different environments and customer preferences is essential. Personal protective equipment will be provided as necessary to ensure safety on the job. Availability for extended hours during peak periods and attendance at evening and weekend meetings. Exposure to inside and outside environmental conditions.

**Commitment to Equity and Inclusion:**

The Jefferson-Puritas West Park Community Development Corporation is committed to creating an inclusive and equitable working environment and is proud to be an equal opportunity employer. Applicants will receive consideration for employment without regard to race, religion, color, sexual orientation, gender identity or expression, national origin, age, disability, Ethnic group or Vietnam-era or disabled veteran status, or any other protected status. Women, BIPOC, and LGBTQ individuals are encouraged to apply.

**Apply:**

Interested applicants must send a cover letter and resume to [leadsafecle@clevelandnp.org](mailto:leadsafecle@clevelandnp.org). Applications will be reviewed on a rolling basis. The position offers a competitive salary of \$47,500 – \$57,500 and includes health benefits, paid time off (PTO), a retirement package, and a flexible work schedule.

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Jefferson-Puritas. Since no position description can detail all the duties and responsibilities that may be

required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.