

# LEAD HAZARD PREVENTION MANAGER

## MILWAUKEE HEALTH DEPARTMENT

The Lead Hazard Prevention Manager provides program management and direction to staff responsible for inspection, abatement, and research functions in Milwaukee's Lead Program. This position assists the Home Environmental Health Division Manager in establishing the strategic direction of the Program by developing and overseeing all policies and interventions related to lead hazard reduction activities in low-income properties.

### Essential Functions include:

#### Project Management 65%:

- Manages all policies and programs related to lead hazard reduction activities in low-income properties. These include risk assessments, scope of work development, bidding and contracting, funding administration, field quality control issues, property compliance, and data management.
- Manages all grant agreements from the U.S. Department of Housing and Urban Development. This includes all progress reports required by HUD.
- Provides daily direction to staff involved in multiple program strategies and research initiatives.
- Works with the private sector lead abatement contractor community and owners of low-income rental properties to facilitate lead abatement.
- Works with owners of substandard rental property to assure proper maintenance, and preventive involvement in lead hazard reduction.
- Maintains a registry of lead-safe housing.
- Generates and monitors contracts with community-based agencies for economic development activities.
- Works collaboratively with members of the Lead Program Management Team to achieve project goals and objectives and coordinates activities with the Chemistry Lab
- Provides programmatic direction for other Healthy Homes activities such as asthma and unintentional injuries.

#### Research/Evaluation 25%

- Manages research projects and evaluation activities to assure effective housing interventions and maintains appropriate records and databases.
- Conducts needs assessments related to housing and neighborhood conditions.
- Manages data collection systems so that reliable information is available for local, state or federal planning and evaluation efforts.
- Oversees the Lead Pilot Ordinance nationally funded evaluation.

#### Policy Development 10%

- Provides leadership to other city housing agencies related to childhood lead poisoning prevention policies and services.
- Consult with agencies outside of the City related to lead poisoning prevention, particularly housing issues as they are impacted by federal regulation.

### Required Knowledge, Skills & Abilities:

- Knowledge of lead hazard reduction activities, legislative intent and implementation issues
- Knowledge of housing codes and regulations
- Excellent organizational, analytical and administrative skills
- Excellent interpersonal skills including verbal and nonverbal communication
- Ability to establish community partnerships
- Ability to communicate effectively with groups of diverse socio-economic and cultural backgrounds.
- Ability to develop and implement field research and to apply its results.
- Ability to handle multiple and competing priorities. Ability to manage multidisciplinary, multiphase projects.

### Requirements:

- ◆ Bachelors Degree from an accredited college or university with a major in Architecture, Engineering, Public Health, Urban Planning, or related field. Masters Degree in a related field is highly desirable.
- ◆ Five years of experience with housing rehabilitation. Two years of this experience must include staff management and supervision.

*Note: Equivalent combinations of education and experience may be considered.*

- ◆ Residence in the City of Milwaukee within six months of appointment and throughout employment.

**2006 Salary Range (007) is \$50,382 - \$70,531 annually.**

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