

IRONBOUND COMMUNITY CORPORATION

Job Description Form



Program Name: Lead Remediation Program

Job Location: 29-31 Cortland St. Newark, NJ, 07105

Job Title: Lead Remediation Construction Manager/Program Manager

Reports to:

Title:

Hours: FLSA Status

Exempt

Nonexempt

Type of position:

Full-time Consultant/Contractor

Part-time Intern

Other comments:

JOB DUTIES

The Ironbound Community Corporation (ICC) is a 50+-year nonprofit organization whose mission is to engage and empower individuals, families, and groups to realize their aspirations and work together to create a just, vibrant, and sustainable community. ICC strives to address the needs of our diverse, multi-lingual, multi-cultural community. Today, ICC serves more than 1,000 children and families daily with various programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, and community development initiatives.

The Ironbound Community Corporation (ICC) is seeking a dedicated and skilled Lead Remediation Program Manager/Construction Manager who will oversee the operational aspects of lead hazard control work and advocate for safe and healthy living environments for community members. This role is central to the execution of ICC's mission to eliminate environmental hazards in residential properties through the NJDCA Lead Assistance Program grant. The LEAD Program Manager/Construction Manager will be crucial in advancing the project's production goals. This position demands a proactive leadership style, commitment to community safety, and a comprehensive understanding of public health implications associated with lead exposure. The successful candidate will be expected to navigate complex regulations and foster relationships to promote safer housing standards throughout the community.

ROLES AND RESPONSIBILITIES

- Oversee the implementation of lead program strategies, project development, and budget monitoring, ensuring each phase promotes safe living environments.
- Monitor progress towards achieving goals and objectives, including overseeing lead risk assessments, lead hazard control work, and lead clearances, to advocate for the highest safety standards.
- Develop work scopes from Lead Risk Assessments and visual inspections of units, focusing on eliminating hazards to improve living conditions.
- Coordinate and manage all subcontractor activities, from estimates and contracting to project initiation, oversight, and completion, ensuring compliance with safety standards.
- Supervise on-site construction processes to ensure high-quality work and compliance with HUD and NJDCA lead rules and regulations.
- Maintain positive relationships with community members and partners, actively promoting and marketing the lead program to enhance community engagement and education about safe living conditions.
- Track participants and progress and ensure compliance with project budgets. Prepare reports and analysis of progress towards goals, emphasizing improving safety in living conditions.
- Attend required training, meetings, and workshops to maintain professional competence in safe housing practices.

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

- High School diploma, with at least five years' experience in lead safe remediation/abatement, construction, or home renovation.
- Preferred minimum of 3-5 years of experience in program management.
- Knowledge of HUD Lead Hazard Control Guidelines and/or NJDCA Lead Abatement Code preferred.

- Leadership and staff management experience.
- Strong organizational and project management skills.
- Excellent communication and interpersonal skills.
- Ability to build and maintain effective relationships.
- Proactive and ambitious, able to take initiative and efficiently see projects through to completion.
- Knowledge of lead remediation practices and regulatory requirements.
- A background check is required.
- Must have a valid Driver's License in good standing.
- Bilingual (English and Spanish) highly preferred,
- Proficiency in Microsoft Office and Google Suite and program management software.
- Must complete the "Healthy Homes for Community Health Workers" online training.

Core Values

ICC is animated by core values, including mutual respect, empathy, fairness and transparency, commitment to excellence, and accountability.

Mutual Respect: We accept the importance of each person's rights, customs, and wishes. We are courteous and supportive in our interactions with clients and colleagues.

Empathy: We strive to understand what others are experiencing and feeling by trying to see things from their perspectives. We are willing to give our time and energy to the community and are constantly searching for ways to improve the lives of those we serve.

Fairness and Transparency: We are committed to authentic, two-way communication, willing to listen without judgment and, with respect, express our point of view. We cherish diversity and inclusiveness, embracing the community with its input and feedback.

Commitment to Excellence: We provide the highest quality service possible, earning trust and exceeding expectations. We continuously learn from experience. We approach challenges with creativity and flexibility.

Accountability: We are responsible for the quality and outcomes of the programs we provide, for explaining why deviations from reasonable expectations may have occurred, and for responding responsibly at all times, especially when errors in behavior or judgment have happened.

ICC is an Equal Opportunity Employer committed to further building and maintaining a staff that reflects our community's full range and diversity. Not only do we embrace and celebrate the diversity of our community members, but we also strive for the same in our employees. ICC is committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, national origin, gender, sex, gender identity or expression, sexual orientation, age, citizenship, marital or parental status, disability, veteran status, or other class protected by applicable law. We are looking for a diverse applicant pool. We strongly encourage women of color, persons with disabilities, immigrants, members of the LGBTQ community, and people from low-income and working-class backgrounds to apply.

If interested, please send a resume and cover letter to ICCHiring@ironboundcc.org with the subject line "Lead Program Manager"