



CITY OF SELMA, ALABAMA

INTERNAL/ EXTERNAL JOB POSTING

The following position is available with the City of Selma. Applications are available in the Personnel Department located at City Hall, 222 Broad Street, Selma, AL 36701. Please contact the Personnel Department at (334) 876-1219 with any questions. Email your resume to: lrutledge@selma-al.gov.

TRANSFER REQUEST, APPLICATIONS AND RESUMES ACCEPTED UNTIL JOB IS FILLED

| | |
|---------------------------|---------------------------------------|
| Position: | Lead Program Manager |
| Reports to | Director – Planning & Development |
| Subordinate Staff: | None |
| Department: | Planning & Development |
| Location: | 222 Broad Street Selma, Alabama 36701 |
| Status: | Regular, Full-time –Grant Funded |
| Schedule: | Monday – Friday |
| Rate of Pay: | Negotiable |

FRINGE BENEFITS INCLUDE INSURANCE, RETIREMENT, HOLIDAYS, PAID VACATION AND SICK LEAVE

Job Summary

Under the direction of the Director - Planning and Development, the employee provides as array of duties to include oversight and management of lead abatement program and projects funded by the U.S. Department of Housing and Urban Development (HUD). You will work closely with government agencies, contractors, and community stakeholders to ensure the safe and effective removal of lead-based paint hazards from residential properties.

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the Americans with Disabilities Act (ADA) must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Project Planning and Coordination, Budget Management.

- Develop comprehensive project plans in accordance with HUD guidelines, outlining the scope, schedule, budget, and resources required for lead abatement projects.
- Monitor project expenses and ensure that lead abatement projects are completed within budgetary constraints, seeking approval for any necessary budget modifications as needed.

ESSENTIAL FUNCTION: Compliance with HUD Regulations, Documentation and Reporting.

- Ensure strict adherence to HUD regulations and guidelines governing lead abatement activities, including the Lead Safe Housing Rule and other relevant federal mandates.
- Maintain accurate records of project activities, including work progress, expenditures, and compliance documentation, and prepare regular reports for submission to HUD and other stakeholders.

ESSENTIAL FUNCTION: Stakeholder Engagement, Training and Education.

- Collaborate with HUD officials, local housing authorities, property owners, tenants, and community organizations to facilitate project implementation and address any concerns or issues that may arise.
- Provide training and educational outreach to property owners, tenants, contractors, and other stakeholders on lead hazards, abatement techniques, and HUD requirements.

ESSENTIAL FUNCTION: Contractor Oversight, Quality Assurance and Inspection.

- Select and oversee qualified contractors to perform lead abatement work, ensuring that they meet HUD's performance standards and adhere to all applicable regulations and safety protocols.
- Conduct regular inspections and quality assurance checks to verify that lead abatement activities are performed correctly and in compliance with HUD requirements.

Requirements:

Possess high school diploma or GED; college courses or technical training in construction or related field is desired. Minimum of five (5) years of experience in construction and maintenance field; two (2) years of supervisory experience

preferred; or any combination of education, training and experience that demonstrates the above listed knowledge, skills, and abilities commensurate with the requirement of this job. Possess a current and valid driver's license; must be insurable. Ability to work overtime and weekends as needed. Ability to be on call in emergencies.

The City of Selma is an Equal Opportunity Employer