



## Job Description: Project Manager for Lead Hazard Reduction Program

### Minimum Qualifications

- Bachelor's degree in Natural Sciences, Construction Management, Nursing, or Public Health **and** two years of experience in lead poisoning prevention or environmental public health; **or**
- Master's degree in Public Health or Environmental Health **and** two years of related experience.

### Preferred Experience

Experience in housing rehabilitation, public health, lead hazard control, childhood lead poisoning prevention, project management, or related fields.

### Position Summary & Responsibilities

This full-time (37.5 hours/week), grant-funded position (3–7 years) will manage a Lead Hazard Reduction program for a local health department. Key responsibilities include engaging community stakeholders such as contractors, landlords, and local officials; developing an inventory of homes built before 1978; recruiting eligible families, contractors and landlords; coordinating and promoting lead hazard control trainings; maintaining a list of certified lead abatement contractors; and obtaining lead hazard control certification within 120 days of hire.

Additional duties include evaluating homes for potential lead hazards, educating homeowners and landlords on lead safety, overseeing lead abatement activities, attending national HUD lead training(s) annually, and maintaining program data and documentation.

### Supervision

The position will be employed and supervised by Pivotal Public Health Partnership, with program guidance provided by Ontario County Public Health's Director of Preventive Services and Director of Public Health. *This position is mostly remote*, with some time at Ontario County Public Health office, however, must live in the Finger Lakes region

### Skills & Requirements

The ideal candidate will demonstrate strong organizational and communication skills, initiative, and the ability to manage priorities independently. A valid New York State driver's license is required. The position allows partial remote work but includes some evening and weekend hours. The candidate must be comfortable collaborating with community partners, including landlords, code enforcement officials, contractors, and families, and must demonstrate the values of Ontario County Public Health.

### Compensation

Salary: \$70k range commensurate with experience plus benefits, PTO

Please email cover letter & resume to: [MFoster@PivotalPHP.org](mailto:MFoster@PivotalPHP.org)