

Human Resources  
750 S. Wolcott  
Room: G-50  
Chicago, IL 60612



Job Code: 6905  
Grade: 20

### Standard Job Description

**Job Title**  
Lead Abatement Coordinator

**Department**  
Public Health

#### **Job Summary**

The Lead Abatement Coordinator performs technical duties and assists with the supervision of lead abatement contractors to protect the health of individuals and communities from environmental health illnesses and hazards that are preventable or controllable, especially as related to lead poisoning prevention.

This position is exempt from Career Service under the CCHHS Personnel Rules.

#### **Typical Duties**

- Provides guidance and monitors the work of contractors providing lead hazard remediation services.
- Develops work specifications and contracts for all projects receiving lead hazard remediation assistance via the Cook County Lead Poisoning Prevention Grant.
- Assists with program quality assurance.
- Inspects lead abatement/mitigation projects to ensure construction proceeds in accordance with approved specifications and approved time frame.
- Inspects and approve the quality of the work performed by lead abatement contractors and ensures all specifications were met and are in compliance with applicable ordinances and laws.
- Confers with public officials and allied health professionals to assure adherence to applicable ordinances and laws and monitors changes to or proposals for legislation related to program area.
- Performs environmental lead inspections/risk assessments and clearance investigations, prepares and submits inspection/investigative reports that identify lead hazards and prepares and submits letters to property owners and unit occupants regarding lead hazards, as assigned.
- Maintains files and records of all assigned cases, as required.
- Collects, analyzes and reports program data in relation to workload and efficiency, investigation outcomes and corrective action.
- Assists with the overall development, implementation and ongoing evaluation and planning of the lead poisoning prevention program on a county-wide scale.
- Assists in formulating or modifying program standards and ordinances as necessary.
- Works in cooperation with Office of the State's Attorney, as assigned, to address matters requiring prosecution, and presents testimony on behalf of the agency.

### **Typical Duties continued**

- Responds to inquiries from the public at-large, providing information and education regarding lead poisoning prevention and regulations.
- Must be available for "on-call" duty as required.
- Travels to assigned locations throughout Suburban Cook County.
- Performs other duties as requested and as directed.

### **Reporting Relationships**

Reports to the Chief Operating Officer

### **Minimum Qualifications**

- High School Diploma or GED
- Five (5) years of housing rehabilitation, construction, and housing development program experience
- Two (2) years of experience as a building inspector, construction manager, construction project manager, foreman, general contractor, and/or journeyman
- Must be trained and licensed as a Lead Risk Assessor or ability to obtain license within six (6) months of employment
- Must be trained and licensed as a Lead Abatement Supervisor or ability to obtain license within twelve (12) months of employment
- Must possess a Valid Driver's License and access to an insured vehicle
- Must be trained and certified in NIMS FEMA 100, 200, 700, and 800 within six (6) months of employment

### **Preferred Qualifications**

- Advanced proficiency using Microsoft Office
- Bilingual English/Spanish

### **Knowledge, Skills, Abilities and Other Characteristics**

- Demonstrated ability to handle self well and display professional demeanor when dealing with the general public.
- Thorough knowledge of local, County, State and Federal statutes, ordinances and regulations relating to lead poisoning.
- Working knowledge of the International Building Code, International Mechanical Code, International Plumbing Code, International Residential Code, and the National Electrical Code; working knowledge of current construction methods, materials, tools and equipment.
- Ability to read, write and interpret construction plans and specifications.
- Ability to detect hazards and violations and recommend corrective measures during field inspection work; ability to enforce regulations with firmness, consistency, tact and courtesy in field inspection work; ability to remain calm, objective, and impartial under stressful conditions; ability to establish and maintain effective working relationships with employees, other departments, contractors, and the general public.
- Understanding of the principles of program planning and evaluation.
- Knowledge of supervisory principles and ability to train and evaluate staff.
- Ability to prepare written documents that are clear, accurate and timely.
- Attention to detail and superior organizational skills.



### **Knowledge, Skills, Abilities and Other Characteristics continued**

- Public health competencies to include:
  - Making evidence-based decisions
  - Evaluating policies, programs and services
  - Implementing strategies for continuous quality improvement
  - Communicating, both orally and in writing, with linguistic and cultural proficiency
  - Establishes and maintains relationships to improve health in a community
  - Contributes to continuous improvement of individual, program and organizational performance.

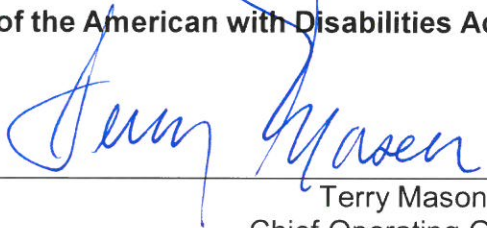
### **Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.**

**For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.**

Approval:

  
Terry Mason  
Chief Operating Officer

12/6/2017  
Date

Approval:

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Gladys Lopez  
Chief of Human Resources

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Date