



MICHIGAN CITY INDIANA

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March 1, 2019

NOTICE OF JOB VACANCY

DEPARTMENT: PLANNING – THIS IS A 42-MONTH GRANT FUNDED POSITION
POSITION: Program Manager - Leadsafe Program
SALARY: \$50,000.00 Per Year

The City of Michigan City is seeking a Program Manager to manage the day-to-day operations of its LeadSafe Michigan City Grant Program. This position will involve overseeing the implementation, day-to-day management, operation, and coordination with Program Staff, Partners, Contractors, and Grassroots Organizations. **This is a 42-month limited grant position.**

Duties: Perform project management duties which include: project design, site visits, reviewing and performing lead risk assessment oversight, housing rehabilitation, lead hazard control, contractor oversight, US Department of Housing and Urban Development (HUD) monitoring and reporting.

Function as a Lead Inspector Risk Assessor after successful course completion.

Monitor work in progress for compliance with job specifications, quality performance, and proper job management by contractors; and verify proper workmanship prior to submittal of payments.

Manage and intervene with the contractor and the owner regarding costs, compliance and industry standards.

Monitor quality control during lead hazard work to ensure grant compliance with description of work.

Assist Partners, Contractors and Grassroots Organizations with contractor and community outreach, training and participation.

Effective communication and coordination with Financial Manager, Project Director, Inspectors, Partners & Grassroots Organizations.

Prepare accurate periodic reports for submittal to the City, federal agency and/or funding partners.

Manage project data and conduct file reviews and compliance monitoring.

General administrative duties to assist the Lead Hazard Reduction program staff.

Participate in Grant-related trainings and conferences as required. Must be willing to travel.

RON MEER- MAYOR

Qualifications: Certified Lead-Based Paint Inspector and Lead Inspector Risk Assessor or ability to obtain within three months of hire, is required. Necessary training will be provided.

Experience in lead hazard control, housing rehabilitation and Healthy Homes assessments, is preferred.

Familiarity with the HUD Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA), is required.

Demonstrable experience in project management, grant management, or similar, is required.

Excellent Microsoft Office computer skills, are required and ability to communicate with the public.

Ability to perform detailed-oriented work and coordinate team members and excellent organizational skills and some experience in public speaking, strong collaboration skills.

Bilingual in Spanish and English preferred and Indiana Driver's License with good driving history required.

Experience: Five (5) years' experience in project management including inspections or as a construction superintendent or any equivalent combination of education and experience is preferred. Familiarity with Renovation, Repair and Paint Program through USEPA. Experience with HUD funded programs like CDBG and HOME Rehabilitation Programs preferred. Bachelor of Science or Arts degree from an accredited college with major work in business or a technical field related to construction is preferred. High School diploma, or GED equivalent, is required.

Applications will be accepted through Friday, March 15, 2019 from 8:00 a.m. to 4:30 p.m. at the Personnel Department in City Hall, 100 E. Michigan Boulevard, Michigan City, IN 46360 or online at www.emichigancity.com. Equal Opportunity Employer. Full benefit package offered. All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, or sexual orientation.