



## Lead Clearance Technician

### Position Description:

Northwest Neighborhoods is proud to partner with Cleveland Neighborhood Progress (CNP) as part of the Lead Safe Cleveland Coalition. As a community-led organization, Northwest Neighborhoods (NWN) equitably fosters diverse, vibrant neighborhoods that are physically and socially connected, where anyone can thrive. Our service area (West 45th to West 117th Streets, north of I-90) includes Cleveland's Cudell, Detroit Shoreway, and Edgewater neighborhoods. The Lead Clearance Technician (LCT) will be an employee of Northwest Neighborhoods and provides services in NWN service areas.

The purpose of the Lead Safe Cleveland Coalition is to improve the quality of life of residents, focusing on preventing lead poisoning by promoting education, community engagement, increasing screening and testing for lead hazards and lead safe certification. The Lead Clearance Technician works in neighborhoods to connect and build trust with residents and landlords around lead safety and linking them to other resources, education, and training.

The ideal candidate is passionate about Cleveland, its neighborhoods, and its diverse residents, and has a servant leadership mentality – placing the growth and well-being of people and the communities to which they belong first and foremost. The candidate should be a problem-solver, good listener, and patient. This person should also enjoy developing relationships, working with diverse groups of people, and helping residents work through challenges they are facing.

The Lead Clearance Technician is housed at Northwest Neighborhoods office and is part of a cohort of technicians deployed across the City of Cleveland. The LCT reports to the Director of Healthy Homes at NWN and Lead Safe Workforce Coordinator at CNP. Additionally, this role closely collaborates with 8 other LCT's working in other community development corporations across the city of Cleveland.

### Lead Clearance Technician Position Responsibilities:

Reports to: Director of Healthy Homes at NWN and Lead Safe Workforce Coordinator (LSWC) at CNP

- The Lead Clearance Technician has a focus on concentrated, prioritized service areas.
- Actively working with NWN Director of Healthy Homes and staff, CNP's Lead Safe team, and other LCT's to assist property owners with program applications and programming.
- Build trust, provide assistance, and developing a plan of action with residents to address lead and quality of life issues.
  - Community outreach and engagement
  - Connecting residents with resources available through the City of Cleveland, local nonprofits, and organizations
- Manage application process.
  - Accept direct applications from centralized Lead Safe Cleveland application portal.
  - Assist property owners with application.
  - Document applicant communication, follow up, and make referrals as needed.
- Identify external and internal lead safety issues.
  - Create a scope of work for lead remediation.
- Collecting, inputting, and tracking field data
  - Adhere to City of Cleveland Lead Safe Cleveland reporting requirements.

- Tracking contractor work progress and completion of work
- Collection of lead dust wipe samples for final lead clearance

**Minimum Qualifications:**

- High school diploma/GED and 3 years lead experience; or Associate degree and 2 years lead experience; or Bachelor's degree and 1 year lead experience.
- Renovation, Repair & Painting (RRP) Certification & Clearance Technician Certification/License
- Comfort with data collection, software and technology (such as personal computers, handheld devices, Microsoft Office Suites) preferred.
- Ability to work independently and as part of a cohort/collaborative team.
- A valid State of Ohio Driver's License is required.
- Reliable transportation to conduct work is required.

**Preferred Qualifications:**

- Lead Risk Assessor (Training will be provided if minimum requirements met)
- One year of experience in community building, engagement, or serving clients in a social service environment.
- Experience in building or remodeling, contracting, building construction estimating, building inspection or building/real estate management.
- Proficiency in Spanish; ability to read, write, and speak Spanish.

**Training and Support for Lead Clearance Technician:**

We are committed to giving professional development opportunities to the hired candidate that will help them accomplish certain goals. Trainings will include, but are not limited to (if needed)

- Lead Identification and Remediation Training (if needed)
  - Single-day Renovation, Repair and Painting (Lead RRP) training
  - Identification of lead hazards
  - Implementation of interim controls
  - Training on Lead 101 presentation to present to residents on implementation of interim controls.
- Lead Clearance Technician License Training (if needed)
  - Two-day clearance report creation and lead dust wipe collection training
- Lead Risk Assessor/Lead Inspector License – seven-day training
  - Lead Inspector – three-day class, that concentrates on the use of X-Ray Fluorescence device, allowing performance of lead paint inspections and post hazard control clearances.
  - Risk Assessor – two-day class, learning risk assessments, develop standard written inspection protocols and interpret the results of lead inspections and make recommendations on hazard control options.
- Community Engagement Training working alongside LSCC Coalition marketing team, peers, and other participating CDCs to develop engaging and effective social media and outreach campaigns needed to implement an effective outreach strategy.
- Data collection, management, and reporting in Salesforce and construction management software.
- Additionally: LCT will meet routinely with the LSWC and as a cohort for peer-to-peer learning, mentorship, and assistance.
- Within first six months: Racial Equity and Inclusion Training

**Physical Demands:**

Ability to use a computer and keyboard. May require reaching, standing, walking, grasping, and feeling, and the ability to lift or move objects up to 40 pounds. May require vocal communication for expressing or exchanging ideas, hearing to perceive information at normal spoken word levels, visual acuity for color

perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

**Working Conditions:**

This position requires working in various homes, and the condition of each home may vary. The ability to adapt to different environments and customer preferences is essential. Personal protective equipment will be provided as necessary to ensure safety on the job. Availability for extended hours during peak periods and attendance at evening and weekend meetings. Exposure to inside and outside environmental conditions

**Commitment to Equity and Inclusion:**

Northwest Neighborhoods is committed to creating an inclusive and equitable working environment and is proud to be an equal opportunity employer. Applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, or any other protected status. Women, BIPOC, and LGBTQ+ individuals are encouraged to apply.

**Apply:**

Interested applicants must provide a cover letter and resume to [kchappell@nwneighborhoods.org](mailto:kchappell@nwneighborhoods.org). Applications will be reviewed on a rolling basis. The salary is \$47,500 and includes health benefits, paid time off (PTO), retirement package and flexible work schedule.

NO PHONE CALLS, PLEASE.

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Northwest Neighborhoods. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.