

Position Title:

Risk Assessor/Inspector, Lead Based Paint Hazard Reduction and Healthy Homes Grant Programs

Job Posting Date: October 9, 2020

Closeout Date: October 23, 2020 [This position will remain open until filled; however, Sullivan County prefers to fill it as soon as possible.]

Status: This will be a contracted position—qualified individuals or firms are invited to apply. Firms must submit proposals that demonstrate the ability to perform and meet the requirements outlined in this document including resumes of employees who are likely to be assigned this work.

Description: Sullivan County, NH seeks experienced individuals or firms to provide licensed personnel to perform risk assessments and inspections related to lead paint abatement. This position will also oversee other home improvements undertaken as part of a “Healthy Homes” program. Sullivan County recently received a \$1.7 million multi-year (42 month) grant from U.S. Department of Housing & Urban Development (HUD) as part of the Lead Based Paint Hazard Reduction and Healthy Homes Programs. Approximately 70 housing units are expected to be included based on the available funding. The County anticipates applying for additional funding at the conclusion of this 42-month performance period. This position will report to the County’s Lead Hazard Program Manager—a position that is also in the process of being filled.

Primary Duties:

1. Conduct risk assessments as well as lead paint and healthy homes inspections and develop scopes of work to address identified hazards.
2. Assist Program Manager with oversight of contractor procurement process including bid evaluations, validation of cost estimates, and vetting of qualifications and references.
3. Attend meetings or training sessions as required by Program Manager.
4. Generate and manage processes related to lead inspections, risk assessments, health homes inspections, and the scope of work to address deficiencies found in those inspections.
5. Coordinate with licensed lead abatement and home improvement contractors on cost estimates and proposals to remediate lead paint and other safety hazards.
6. Communicate progress of contracted work to the Program Manager.
7. Ensure all contracted work is properly permitted and completed in accordance with federal, state, and local laws and regulations.

Minimum Qualifications:

Required: Minimum of 5 years of related work experience; demonstrated knowledge of applicable federal and state lead paint laws and building codes; excellent communication skills; ability to work independently; proficiency with Microsoft Office software.

Preferred: Candidate or firm should hold NH Risk Assessor License and EPA Healthy Homes Rater License.

Salary: Negotiable based on candidate experience and hours worked per week. Firms must summarize their fees/rates for services rendered on an hourly basis.

Additional Details: Provide comprehensive lead paint inspections and risk assessments in all units that are federally funded under the Sullivan County lead program. Lead paint testing will also

include common hallways and building exteriors. The services shall include, but are not limited to, XRF inspections using Niton Analyzer equipment or other equivalent equipment, paint chip and dust wipe analysis, and post abatement clearances. Services rendered must be in accordance with all applicable guidelines and regulations promulgated by the U.S. Department of Housing and Urban Development (HUD), the New Hampshire Department of Health & Human Services (DHHS), and the Environmental Protection Agency (EPA).

The selected individual/firm shall provide inspection of all units in accordance with the strictest of the above-mentioned government agencies' regulations and guidelines as follows:

1. Coordinate initial inspections with the Program Manager and property owners. Arrange for access to the appropriate units. Perform comprehensive Niton Analyzer XRF (or approved equivalent based on HUD/EPA Performance Characteristic Sheet) inspections at eligible projects as determined by the Program Manager.
2. Perform paint chip analyses on locations/components, which are inaccessible by XRF Analyzer testing equipment, or as requested by the program
3. Prepare inspection and abatement requirement reports following HUD and DHHS regulations (using the stricter of the two). Dangerous levels of lead will be defined using the HUD standard of 1.0 mg/cm² using the XRF, and the current EPA/HUD dust wipe protocol and levels. All thresholds must be commensurate with requirements necessary to obtain a DHHS Letter of Compliance.
4. Send inspection reports to owners and Program Manager, in accordance with DHHS regulations and HUD guidelines, as modified by any waivers.
5. Create all Lead Hazard Control Work Scopes in preparation for contractor walk-throughs and for the project files.
6. Complete the post abatement clearances, including dust wipe tests, of all abated areas. Notify Program Manager, property owner, and relevant Government Agency(s) regarding dust wipe results within forty-eight hours.
7. Prepare abatement certification for DHHS and Sullivan County The foregoing services shall be performed so as to permit the program to obtain a Letter of Full Compliance for the areas inspected and abated, and Letters of Initial Lead Compliance when the common areas and exteriors are previously compliant.
8. Provide pertinent documentation, at each phase, to the Program Manager, owners, tenants, and government agencies when applicable.
9. Send, and issue, all appropriate notifications to the tenants regarding any inspection activities that may affect them.
10. Services are to be performed under contract for a term of one (1) year and renewable for additional years at the option of the program

Resume with a cover letter may be emailed to manager@sullivancountynh.gov
Sullivan County Manager, Derek R. Ferland, 14 Main Street, Newport, NH, 03773