



## **Housing Lead Program Specialist**

### **Join Our Innovative Team!**

Are you a dynamic and proactive team player with a passion for making a meaningful impact in your community? Are you experienced in delivering grant-funded services and dedicated to helping community members access housing and public service programming? If you're ready to contribute to a highly innovative and results-oriented team known for solving complex problems while enjoying the process, we want you on board!

The City of Auburn is a growing community offering a high quality of life in one of the state's most beautiful living areas, along the banks of the pristine Androscoggin River. The City, with a population of almost 24,000, is seeking a highly motivated individual for the position of Housing Lead Programs Specialist. This position is responsible to organize, coordinate and implement a variety of services and supportive activities for Lead abatement and remediation programs for the City of Auburn. The successful individual will work in the guidelines of the US Department of Housing and Urban Development (HUD) Lead Based Paint Hazard Reduction and Healthy Homes Grant.

Additionally, this position will be responsible for daily operations including meeting with prospective clients, developing a scope of work and verifying project goals, perform inspections, drafts bids specifications, assures construction projects conform to an approved budget and monitors program outcomes. The individual will work closely with the HUD Program Coordinator and Financial Grants Manager.

### **Desired Qualifications:**

Experience in the trades and construction estimation or business-related field preferred or relevant work experience, and a high school diploma or GED.

Minimum of 3 to 5 years of experience, or any combination of education and related work experience.

Current Maine Lead Inspector certification or ability to acquire within 3 months.

Certified HQS or NSPIRE inspection certification or ability to acquire within 3 months.

Demonstrated knowledge of applicable federal and state lead paint laws and building codes.

Valid Maine Driver's License and good driving record and be able to pass a criminal background check

Salary is dependent upon qualifications and experience in a range of \$49,489 to \$68,557, with outstanding fringe benefits including paid vacation, sick time, retirement, health insurance, and many supplemental benefits as well.

Applicants should submit a cover letter and resume to Christine Mumau, Director of HR, City of Auburn, 60 Court Street Auburn, Maine 04210 or [cmumau@auburnmaine.gov](mailto:cmumau@auburnmaine.gov) .

**The City of Auburn values diversity and inclusivity and is an Equal Employment Opportunity employer with a strong commitment to veterans.**