



Job Title: Lead Contractor Manager (LCM)

Position Summary:

The Lead Contractor Manager (LCM) is responsible for overseeing all aspects of lead hazard control projects under the Lead Safe Program. This role ensures compliance with state and local regulations, and supports clients throughout the remediation process. The LCM plays a key role in project management, client communication, and program success.

Key Responsibilities

1. Client Services & Initial Assessments

- Perform initial lead testing in residential units.
- Provide ongoing support to clients throughout the program, including scheduling and relocation assistance when needed.
- Maintain professional, clear, and positive communication with clients, homeowners, and community members.

2. Coordination of Lead Activities

- Coordinate lead risk assessments, remediation/abatement work, and clearance inspections with certified inspectors and homeowners.
- Develop detailed scopes of work based on Lead Inspection and Risk Assessment reports.
- Ensure all activities comply with Essex County guidelines and New Jersey Department of Community Affairs (NJDCA) lead regulations.

3. Project Management

- Oversee activities from project initiation to closeout.



- Manage timelines, deliverables, and compliance with program requirements.
- Coordinate stakeholders and review documentation to ensure quality and progress.

4. Documentation & Program Tracking

- Maintain accurate records of participant data, client files, and project progress.
- Ensure all documentation meets program and compliance requirements.
- Track and report progress toward program goals and performance metrics.

5. Community Outreach & Partnerships

- Conduct outreach activities to promote the UCC Lead and Healthy Homes Program.
- Build and maintain strong relationships with community partners, agencies, and stakeholders.
- Represent the program at community events and informational sessions.

Qualifications (optional section if you want to include)

- Experience in construction management, environmental health, or lead hazard control.
- Knowledge of NJDCA lead regulations and local housing guidelines.
- Strong organizational, communication, and project management skills.
- Ability to manage multiple projects and deadlines.

All inquiries can be made to joanna.farfan@uccnewark.org
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