



CITY OF ALBANY  
HUMAN RESOURCES  
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MAYOR

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## **Notice of Job Opening**

**Position:** Risk Assessor

Applicants must meet the requirements outlined in the enclosed job description.

\*PLEASE NOTE: This position is in the competitive class and will be filled on a provisional basis pending the outcome of the civil service examination.

**Department:** Albany Housing & Community Development

**Number of Vacancies to be filled:** 2

**Rate of Pay:** \$46,900/year

**Schedule:** 37.5 hours/week

**Application Deadline:** 11:59 pm on Friday, December 18, 2020

All applicants must submit an application online via [jobs.albanyny.gov](http://jobs.albanyny.gov) to be considered for the job opening.

**Union Preference:** NO  
This is a non-unionized position, so current union employees do not have a hiring preference for this position.

**Residency Requirement:** YES  
Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

**The City of Albany is an Equal Opportunity /Affirmative Action Employer.**

**Posted on Thursday, November 19, 2020.**

## **RISK ASSESSOR**

**DISTINGUISHING FEATURES OF THE CLASS:** Under direct supervision of the Lead Hazard Control Program Director the incumbent determines and reports the existence, nature, severity and location of lead-based paint hazards in residential dwellings through on-site investigation. The incumbent also provides advice and cost estimates to solve problems identified. As related to the City's Community Development Block Grant, Housing Rehabilitation programs, and Lead Hazard Control Program, work assignments are received from an administrative superior and performed within an established system and procedure. Work is reviewed through analysis of case activity or through discussions or problems encountered. Supervision over others is not typical of this class.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Contributes directly to the implementation of the City of Albany Lead Hazard Control Program and integrates with the Rehabilitation Assistance Program;
- Conducts lead hazard and rehabilitation inspections with property owners for the application to the Lead Hazard Control and Rehabilitation Assistance Program;
- Assures that each applicant and the residents of the property have a full understanding of the Lead Hazard Control Program, the Rehabilitation Assistance Program, the requirements of City and State codes in accordance with Department of Housing and Urban Development (HUD)/Environmental Protection Agency (EPA) guidelines;
- Works in cooperation with a professional consultant and rehabilitation staff assisting in the preparation of risk assessment and lead hazard control strategies;
- Prepares work write-ups and cost estimates for work required, including alternative and cost effective treatments according to accepted standards and practices related to lead hazard control and rehabilitation;
- Prepares an environmental review, including applicable historic preservation requirements of proposed work for approval by the Program Director and consultant;
- Reviews specifications, write-ups and cost estimates with the property owner;
- Obtains concurrence from the owner to prepare bid documents and obtain competitive bids;
- Invites qualified contractor bids, conducts pre-bid on-site review of the proposed work, reviews and analyzes contractor bids and qualifications;
- Recommends contract awards to owners, Program Director and consultant;
- Obtains owner and contractor execution of contract documents;
- Advises, assists and prepares occupants for temporary relocation;
- In cooperation with the professional consultant and program staff, conducts periodic inspections in accord with HUD/EPA approved guidelines and procedures;
- Based upon inspection and evaluation of the amount and quality of work performed; recommends to the owner and contractor that progress payments be made;

- Maintains all required reporting data for each property relating to project and occupant information, hazard and rehabilitation inspection, risk assessment, control, strategy, cost estimates, rehabilitation specifications, bidding, evaluations and subsequent control actions;
- Enters and retrieves information in an automated information system;
- Does related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

- Good knowledge of basic construction principles practices and procedures;
- Good knowledge of office terminology, procedures and equipment;
- Working knowledge of Microsoft Office Suite;
- Ability to accurately prepare and maintain construction and lead paint hazard control reports;
- Ability to understand and follow detailed oral and written instructions;
- Ability to interpret and apply construction practices as applicable to Federal standards;
- Ability to plan and supervise the work of personnel;
- Possess a high degree of accuracy;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in Construction Technology and three (3) years of paid fulltime experience in the area of residential or commercial construction, or hazard abatement, or related field; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of paid fulltime experience which shall include one year of administrative experience in the area of residential or commercial construction, or hazard abatement, or related field; **OR**
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENTS:** Must possess a Risk Assessor Certification and also a Lead Inspector Certification at time of appointment and for the duration of employment.

Revised: 11/6/02  
10/28/20