



Residential Assistance Technician – Lead

Old Brooklyn is Cleveland’s accessible, family-friendly neighborhood where business and people come to grow. It is home to regional assets such as the Cleveland Metroparks Zoo, hundreds of small businesses, and over 30,000 people. Old Brooklyn Community Development Corporation (OBCDC) is dedicated to growing Old Brooklyn through empowered partnerships, leadership, programming, and advocacy. At OBCDC, our work is shaped by our commitment to our Community Health and Diversity, Equity, and Inclusion strategy. Old Brooklyn Community Development Corporation is seeking a driven Cleveland neighborhood advocate, to assist in the implementation of plans, programs, and services, achieving economic opportunity through targeted place-based developments in Old Brooklyn. The Residential Assistance Technician reports to the Director of Neighborhood Development.

This role is part of a strategic partnership between OBCDC, Cleveland Neighborhood Progress (CNP), and Lead Safe Cleveland Coalition. The overall goal is to improve quality of life for neighborhood homeowners through performing lead clearance, assessment, & remediation services. Additionally, this position will play a role in OBCDC’s larger Residential Assistance Program framework by assisting with its annual home repair projects.

Main Duties

Lead Clearance, Assessment, & Remediation

- Conduct inspections and lead clearance testing in residences and rental housing units in Old Brooklyn
- Identify external and internal lead safety issues and create a scope of work for lead remediation
- Support and guide property owners through the application process for resources to address any found lead hazards through the centralized Lead Safe Cleveland portal and other sources as possible or available
- Engaging in community outreach, marketing, and communication of programs and services related to lead safety
- Collecting, inputting, and tracking field data, adhering to the LSCC reporting requirements.
- Actively working with the Old Brooklyn CDC team, CNP, and other LCTs to assist property owners with program applications and access to other LSCC resources.
- Staying current with certifications and knowledge concerning lead, lead hazards, and strategies for lead remediation.

Residential Home Inspections & Project Management

- Work within the established Residential Assistance Program workflows, protocols, and collaborate with the Housing Manager to project manage and provide general assistance with home repair projects
- Help to identify external and internal safety issues and create a scope of work for home repair projects that align with OBCDC’s Residential Assistance Program.
- Establish knowledge of the main residential areas, building relationships with homeowners, property owners, and stakeholders.
- Develop relationships with local contractors and project teams to expand contractor pools.



Collaborative Team Efforts

- Collaborate with the Neighborhood Development team in the creation of short, mid, and long term economic and neighborhood development plans; gathering information, preparing studies, reports, and recommendations to achieve such goals
- Understand the OBCDC's Strategic Plan and Mission, actively gathering and tracking data relating to the impact of work on the health of those affected
- Coordinate special projects with institutional partners; where appropriate, gathering grant related data and preparing reports
- Attend OBCDC staff and team meetings, community engagement opportunities, and city-wide community development groups
- Assist with fundraising efforts, present reports, and material to OBCDC Board as needed, undertake other duties as assigned by supervisor

Required Qualifications

- A strong commitment to community development and the Old Brooklyn neighborhood.
- 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
- Experience in building or remodeling, contracting, building construction estimating, building inspection, or building/real estate property management.
- Strong communication, interpersonal, and organization skills are essential, as well as the capacity to learn, ability to prioritize, and multi-task.
- Comfort with data collection, software, and technology (such as personal computers, handheld devices, and Microsoft Office Suites).
- Ability to work independently and as part of a cohort/collaborative team.
- A valid State of Ohio Driver's License and reliable transportation.
- Some weekend and evening work will be required.

Preferred Qualifications

- Lead Risk Assessor (Training will be provided if minimum requirements are met).
- One year of experience in community building, engagement, or serving clients in a social service environment.
- Experience with Salesforce and construction management software
- Proficiency in Spanish; ability to read, write, and speak Spanish

Training and Support

- Lead Identification and Remediation Training - Single-day RRP training (if needed)
- Lead Clearance Technician License Training – Two-day clearance reporting and lead dust collection training (if needed)
- Lead Risk Assessor + Lead Inspector License – Seven-day training (if needed)

Apply

Interested applicants must provide a cover letter and resume to careers@oldbrooklyn.com. Applications will be reviewed on a rolling basis. Please include "Residential Assistance Technician - Lead" in the subject line. Salary is \$45,000 – \$47,500 annually and includes health benefits, retirement plan, generous paid time off (PTO) and flexible work schedule.