

## SECTION 3 JOB POSTING

### Position:

Inspector Helper / Draft Person / Lead-paint Inspector helper (1 or 2 persons). \$16.00/hour.

Protecting children's health as part of a two-person team, you will be assisting in conducting lead-paint testing of Stark Metropolitan Housing Authority's (SMHA) properties. Working in this position will allow the applicant to achieve State of Ohio Licensure.

### Mandatory Training:

Sept 25, 26, and 27 in Akron, OH. Must have transportation. Paid training @ **\$12.50/hour**. Additional on-the-job training will be provided. Successful completion of training is a must to be hired.

### Duties:

1. Draw Floor Plans on graph paper for inclusion in reports (not to scale): Your responsibility is to create floor plans using graph paper. These floor plans will be included in reports. However, it's important to note that these plans are not required to be drawn to scale, meaning the proportions and dimensions might not be accurate representations.
2. Collection of samples as directed: You will be tasked with gathering various samples as instructed. This could involve collecting materials, products, or items relevant to the project or task.
3. Work cordially with your team member who will be giving directions: You are expected to maintain a cooperative and friendly attitude when working with your team member responsible for providing instructions. This implies effective communication, a willingness to collaborate, and a respectful demeanor.
4. Treat residents of occupied units with respect and cordiality.
5. Fill out paperwork & take notes: This duty involves completing the necessary paperwork for the project. Additionally, you'll need to take notes during meetings, discussions, or any other relevant activities. Accurate and organized documentation is important.
6. Support duties on-site with team members: You'll be required to assist with various tasks while on-site, collaborating with your fellow team members. This could encompass a range of activities that contribute to the overall project goals.
7. Remember, clear communication with your supervisor or team lead is key to fully understanding these duties and carrying them out effectively. If you have any uncertainties, don't hesitate to seek clarification to ensure you're meeting expectations.

### Other:

High School Diploma and Drafting Experience is a plus. Work includes County-Wide SMHA Properties. Must be able to bend and kneel to floor level.

***\*\*\*Please Note: This position is not an employee of Stark Metropolitan Housing Authority.***

### Contact Information:

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