

SAN DIEGO CITY SCHOOLS

POSITION DESCRIPTION

TITLE:	Asbestos Program Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Maintenance	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	044 Supervisors'
REVISED:	April 2, 2003		

BASIC FUNCTION:

Supervise asbestos abatement and repair activities; monitor budget activities including procedures, specifications, priorities, expenditures, and documentation in compliance with the Asbestos Hazard Emergency Response Act (AHERA).

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Plan, develop, and monitor the implementation, procedures, standards, work methods, and specifications for asbestos abatement in accordance with federal, state, local, and district requirements.

Provide technical advice to architects, engineers, contractors, maintenance and operations staff regarding asbestos abatement and related activities. **E**

Monitor materials and equipment used by district crews and contractors to ensure that Environmental Protection Agency (E. P.A.) and California Occupational Safety and Health Administration (O.S.H.A.) standards have been met. **E**

Develop and monitor the asbestos program budget. **E**

Arrange and conduct training sessions on asbestos awareness, control, procedures, and equipment. **E**

Ensure that proper procedures for inspection of sites are followed and that the specified action is taken. **E**

Meet with architects regarding remodeling projects to determine asbestos involvement and cost impact. **E**

Prepare applications for and provide documentation to state and other agencies to assure adherence to application regulations. **E**

Act as the asbestos program liaison and designated employee to federal, state, local, or other public agencies. **E**

Review proposed legislation on asbestos abatement for effect on the district and implement cost effective procedures for carrying out new regulations. **E**

Prepare documentation to obtain state or federal reimbursement of abatement related expenses. **E**

Evaluate and coordinate the response to emergency release episodes. **E**

Analyze inspection findings and prepare reports and recommendations. **E**

Ensure site administrators have given proper notification to any non-district utility or contract workers who may come in contact with asbestos-containing material and develops work schedules. **E**

Establish priorities for asbestos abatement and repair work. **E**

Record changes to each site management plan brought about by friable or other damage, deterioration, repair, or removal and updates procedures as necessary. **E**

Prepare manifests for asbestos disposal. **E**

Notify parents, community, staff, and bargaining units of the availability of asbestos management plan for each school site and ensure accessibility of plan upon request. **E**

Perform surveillance and inspections and oversee the reinspections done by contractors in accordance with AHERA requirements. **E**

Respond to asbestos-related inquiries from district staff, media, parents, and the community. **E**

Supervise work of assigned staff. **E**

Attend meetings and prepare written and oral reports and make presentations to the Board of Education as required. **E**

Perform related duties as assigned

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized four-year college or university with a major in Health Science, Industrial Hygiene, Occupational Safety Engineering, or other appropriate field including substantial coursework in asbestos control and two years of recent, progressively responsible, directly related experience with hazardous waste materials and/or asbestos abatement, preferably in a school district or governmental agency.

LICENSES AND OTHER REQUIREMENTS:

Possession of the appropriate training certificate as required by law.

Possession of or ability to obtain the E.P.A. approved Manager/Planner Credential for asbestos abatement.

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Government building codes and ordinances.
Federal E.P.A. and California O.S.H.A. standards and procedures related to asbestos abatement.
Testing and inspection methods and of the materials, tools, and equipment used in asbestos abatement.
Current practices used in asbestos removal, reinsulation, or encapsulation.
Budgetary principles, systems, and procedures.
Technical aspects of field of specialty.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Reading and writing English communication skills.

ABILITY TO:

Plan asbestos projects and develop job cost projections.
Supervise the work of others.
Develop and present workshops and training programs.
Compile and analyze data.
Operate standard office equipment including microcomputers and related software applications.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain records.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor settings.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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