

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

|                        |   |                          |   |
|------------------------|---|--------------------------|---|
| <b>TITLE:</b>          | Hazardous Materials and Risk Compliance Lead Worker | <b>CLASSIFICATION:</b>   | Classified-Non Management (SEIU/Operations Support) |
| <b>SERIES:</b>         | None  | <b>FLSA:</b>             | Non-Exempt  |
| <b>JOB CLASS CODE:</b> | 9843  | <b>WORK YEAR:</b>        | 12 Months   |
| <b>DEPARTMENT:</b>     | Risk Management                                     | <b>SALARY:</b>           | Range 78 Salary Schedule C                          |
| <b>REPORTS TO:</b>     | Assigned Supervisor                                 | <b>HR APPROVAL:</b>      | 6-10-2022   |
|                        |   | <b>BOARD APPROVAL:</b>   | 06-27-88  |
|                        |   | <b>HR REVISION:</b>      | 06-21-12  |
|                        |   | <b>CABINET REVISION:</b> | 5-14-22, 04-30-15                                   |

**BASIC FUNCTION:**

Under general supervision this position has the primary responsibility to perform the day-to-day skilled work and project based oversight related to preventive maintenance and the repair, inspection, encapsulation, removal, and disposal of asbestos-containing materials, lead-based paint, mold, and other hazardous materials as deemed appropriate; install non-asbestos thermal insulation; perform visual inspections for condition of asbestos and lead; conduct testing, and prepare clearance samples. Connect with third party administrator to address playground safety.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. 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 principle job elements.)**

Repair, encapsulate, or remove and dispose of asbestos-containing building materials, such as insulation, piping systems, ceilings, boilers, floor coverings, walls, fire doors, etc. **E**

Act as the Designated LEA to ensure all LEA responsibilities and/ or requirements are implemented. **E**

Maintain blue prints of all classrooms, restrooms, storage units, offices and portables at each school site in the District. **E**

Perform duties associated with the construction and removal of containment areas of hazardous materials; utilize proper procedures during abatement, decontamination, and clearance activities in work areas, including glove-bag procedures, the use of wetting agents, encapsulates, the correct handling of equipment and tools, and disposal of hazardous materials. **E**

Designs, implements, administers and maintains District-wide Hazardous Materials and Toxic Waste Programs, Asbestos Management Programs and other safety related programs and training activities for District Personnel. Acts as liaison with the Environmental Protection Agency (EPA), Occupational Safety and Health Administration (OSHA), County, State and Federal agencies; and contractors for collection of hazardous waste at District sites. **E**

Perform diverse and complex duties related to accident and loss prevention, playground safety, and site inspections including the preparation of correspondence; receive and answer inquiries. Conduct periodic inspections of sites, playgrounds, equipment, and facilities to identify potentially hazardous conditions. **E**

Assist district personnel in the implementation of corrective actions required by California Division of Occupational Safety and Health, National Recreation and Park Association and other regulatory agencies. **E**

Perform all duties related to state and federal mandated building inspections for asbestos-containing materials and lead-based paint; e.g. identifying, assessment, testing, plan of action. Perform diverse and complex duties related to playground safety and site inspections. Including the preparation of correspondence, receive and answer inquiries; and communicate with designated staff and/or third party administrators. **E**

Monitors expenditures in accordance with established guidelines; utilizes computer software programs to accomplish budget management and report on budget activities to assigned supervisor. **E**

Works effectively with community members, District staff, consultants, city and county officials and other representatives of public or private agencies. **E**

Assures that all responsibilities of assigned services are carried out effectively and efficiently. **E**

Perform duties wearing appropriate protective clothing, approved respirator, and other equipment when necessary. **E**

Assist assigned supervisor in the scheduling of all annual safety training sessions, as well as any special training required from a major safety incident; and perform other assigned safety related work as assigned. **E**

Evaluate the various components of the environmental and safety programs on a regular basis. Distribute safety literature and posters to create and maintain an active interest in accident prevention. **E**

Prepare manifest documents, reports, and summaries of asbestos, lead-based paint, mold inspections, and other hazardous materials, conditions, and work completed. **E**

Prepare and maintain a variety of records and progress reports related to division activities; operate a computer to maintain records and provide reports; submit to appropriate personnel and departments as required. **E**

Provide excellent customer service by establishing positive relationships with district personnel, other departments, vendors, representatives from external organizations and others; respond to phone calls, e-mails, letters and other communications. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups and supporting the goals and objectives of the district and division. **E**

Observe and act as District liaison with contractors performing related work in the District. **E**

Oversee, evaluate and use proper procedures of disposal, of the storage, sorting and disposal of universal waste that contains mercury, lead, cadmium, copper and other substances hazardous to human and environmental health, such as batteries, fluorescent tubes/lamps, mercury thermostats, and other mercury containing equipment; perform duties associated with non-specific hazardous materials, such as pigeon waste, dead animals, chemical clean up and waste disposal. **E**

Work in conjunction with other District departments to identify potentially hazardous conditions and materials. **E**

Assist District personnel to include taking samples to identify materials before job starts. **E**

Communicate with District personnel, departments, vendors and contractors to provide technical information. **E**

Operate air-sampling equipment to perform personal and clearance sampling for asbestos, lead-based paint, and indoor air quality. **E**

Use a variety of hand and power tools; drive a district vehicle to conduct work; lift and carry heavy objects. **E**  
Complete courses to keep abreast of the latest techniques and technology in the asbestos, lead-based paint, and mold industries; attend training seminars to maintain required certification for state and federal required credentials. **E**

Insulate piping, such as backflow, manifold, sprinkler pumps, heating and hot water, boiler tanks. Heat and frost pipe insulator. **E**

Assist other trades in maintenance work involving asbestos, lead-based paint, mold, and removal of contaminants. **E**

Maintains an appropriate system of records for assigned programs, including cost analyses and controls. **E**

Coordinates assigned programs and update the AHERA with the Facilities Development and Bond Management teams. **E**

Plans, coordinates and arranges for the appropriate training of staff, including in-service training and safety programs. **E**

Establishes and maintains a close working relationship with law enforcement, fire prevention, city Planning and Maintenance Departments, as well as other Federal, State and local agencies. **E**

Maintains a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, parents and the general public. **E**  
Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community, as related to safety and health, playground safety and other inquiries with loss prevention and preventive care. Perform all duties related to state and federal mandated building inspections for all school sites in asbestos-containing materials and lead-based paint. **E**

Perform related duties as assigned.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree in Business Administration, Public Administration, Engineering, Architecture, Construction Management, high school diploma or related field. Three years of recent, progressively responsible experience overseeing Emergency Preparedness, OSHA Compliance and HazMat programs. Experience in public school district management of the programs this position has oversight. Certified Playground Safety Inspector Certification, and three year's responsible experience in risk management and loss prevention, training in a hazardous material abatement environment, and five years of journey-level hazardous materials experience preferred, such as asbestos abatement, mold, indoor air quality, or asbestos building inspector experience.

#### **LICENSES AND OTHER REQUIREMENTS:**

Hold a valid California Class C driver's license, and provide proof of insurance; employee entrance evaluation (lifting test), physical examination for wearing respirator; blood test for lead. Hold valid certifications for Playground Safety Inspector, Hazardous Waste Operations and Emergency Response Standard (HAZWOPER)

Asbestos Building Inspector, Asbestos Management Planner, Asbestos Contractor Supervisor, and Lead Abatement. Obtain Designated LEA Certification within 6 months of employment.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

- Physical characteristics of asbestos, including identification of asbestos, aerodynamic characteristics, typical use physical appearance, and asbestos control options.
- Playground safety and inspection requirements.
- Universal Waste Programs.
- Lead-based paint and mold removal.
- Physical characteristics of lead-based paint and mold removal.
- Removal of contaminants, animal waste, and dead animals.
- Protective equipment and clothing to be used when working with asbestos containing material, lead-based paint, and mold.
- Methods, materials, tools, and equipment used in asbestos, lead-based paint, and mold removal and abatement.
- Standard practices, procedures, and techniques used in asbestos, lead-based paint, and mold abatement.
- Air sampling and calibration of personal and high-volume air pumps.
- Potential health effects related to asbestos, lead-based paint, and mold exposure.
- Building codes, policies, regulations, and guidelines pertaining to asbestos, lead-based paint, and mold removal.
- Relevant federal, state, and local regulatory requirements, procedures, and standards.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer, related software, and standard office equipment.
- OSHA, Local Air Quality District, Division of State Architect (Title 24), and EPA regulations.
- Applicable knowledge of computer software programs, word processing, spreadsheets, scheduling, data management and complex calculations.
- Regulations, practices, and procedures, including relevant District, City, County, State and Federal laws and codes that pertain to all assigned areas as described in the essential duties.
- Safe working methods and procedures.
- Technical aspects of field of specialty.
- Health and safety regulations.

**ABILITY TO:**

- Must be willing to work an Alternate Work Week Schedule.
- Must be willing to work overtime during critical times.
- Perform the basic function of the position.
- Provide training as needed.
- Read, understand, and work from blueprints, sketches, shop drawings, and diagrams.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Operate and use computer, related software and data base specific to the District,
- Ability to use telephone, hand-held radio, cellular telephone, and office equipment.
- Diagnose emergency situations quickly and accurately.
- Maintain records, and prepare complete and concise reports.
- Operate a vehicle, observing legal and defensive driving practices.
- Lift and carry heavy objects according to safety regulations.
- Understand and follow oral and written directions.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

- Communicate effectively with others.
- Work independently with minimal supervision.
- Establish cooperative working relationships with others.
- Work efficiently to meet schedules and timelines.
- Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Indoor and outdoor work environment; crawl spaces and attics; hot abatement containment areas; drive a vehicle to conduct work; subject to fumes and hazardous materials; subject to adverse conditions such as high, tight, and dusty areas; constant interruptions.

**SAMPLE PHYSICAL ABILITIES:**

Lift and carry heavy objects; ascend and descend ladders, ramps, and scaffolding; dexterity of hand and fingers to operate specialized tools and equipment; bend at the waist, reach overhead, above the shoulders, and horizontally; walk, stand, stoop, or crouch for extended periods of time; hear and speak to exchange information; see to perform work.

**SAMPLE HAZARDS:**

Work in confined spaces; work at heights to perform work from ladders, ramps, and scaffolding; exposure to toxic fumes, hazardous materials such as lead paint, mold, asbestos; repetitive hand motion; work around pressurized cylinders.

*(Former Classification: Hazardous Materials Lead Worker)*