

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

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| TITLE: | Hazardous Materials Lead Worker | CLASSIFICATION: | Classified Non-Management (SEIU/Operations Support) |
| SERIES: | None | FLSA: | Non-Exempt |
| JOB CLASS CODE: | 9699 | WORK YEAR: | 12 Months |
| DEPARTMENT: | Facilities Maintenance | SALARY: | Salary Schedule C1 |
| REPORTS TO: | Assigned Supervisor | BOARD APPROVAL: | 06-27-88 |
| | | HR REVISION: | 06-21-12 |
| | | CABINET REVISION: | 04-30-15 |

BASIC FUNCTION:

Perform skilled work 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.

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**

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. **E**

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

Receive work orders and advise departments on prioritizing and scheduling of work; assure accurate, cost effective and timely completion of work assignments. **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**

Work an Alternate Work Week Schedule. **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**

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: graduation from high school, 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 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.

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.

Basic record-keeping techniques.

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 equipment and tools.

- 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: Asbestos Repair Worker)

APPROVALS:

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| SEIU Union Representative | Date |
| Cancy McArn, Chief Human Resources Officer | Date |
| José L. Banda, Superintendent | Date |