

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Supervisor, Hazardous Materials	CLASSIFICATION:	Classified Supervisors Association (CSA)
SERIES:	Supervisor IV	FLSA:	Non-Exempt
JOB CLASS CODE:	0481	WORK YEAR:	12 Months
DEPARTMENT:	Facilities Maintenance	SALARY:	Range 22 Salary Schedule G
REPORTS TO:	Director, Facilities and Maintenance	BOARD APPROVAL:	05-23-88
		HR REVISION:	12-07-10

BASIC FUNCTION:

Supervise, plan, organize, coordinate, inspect, and direct the repair, encapsulation, removal, and disposal of asbestos-containing materials, lead-based paint, and mold; install non-asbestos thermal insulation; perform journey-level hazardous materials work. Duties listed below require independent judgment and analysis on an ongoing basis.

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.)

Supervise, train, and evaluate the performance of assigned staff and selection of new employees; process personnel records; make recommendations concerning staffing; discipline assigned staff according to district policies and procedures; provide training to district personnel on asbestos-containing materials, lead-based paint, and mold. **E**

Prioritize, schedule, and assign work; receive work orders, and dispatch hazardous materials staff; assure accurate, cost effective, and timely completion of work assignments; drive a vehicle to conduct work and inspections. **E**

Maintain Asbestos Hazard Emergency Response Act (AHERA) management plan binders and asbestos tracking software; perform all duties related to state and federal mandated building inspections for asbestos-containing materials and lead-based paint; design and implement methods for the repair or removal of asbestos containing materials; oversee and track the servicing of fire protection equipment district-wide; conduct asbestos awareness training for district staff; respond to questions and concerns from the public and district employees. **E**

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**

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**

Oversee the storage, sorting, and disposal of universal waste that contain 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**

Perform duties wearing appropriate protective clothing, approved respirator, and other equipment when necessary; arrange for respirator physical examinations, purchase respirator program supplies, issue respirators, conduct fit tests, and maintain records of district personnel utilizing respirators. **E**

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

Prepare manifest documents, reports, and summaries of asbestos, lead-based paint, and mold inspections, conditions, and work completed; assist with contractors performing work in the district related to lead-based paint, mold abatement, hazardous and non-hazardous small demolitions, and fire protection (fire sprinklers and fire extinguishers); produce inspection reports for work performed by contractors. **E**

Install, remove, and repair non-asbestos thermal insulation as needed; 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 abatement; attend training seminars to maintain required certification for state and federal required credentials. **E**

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

Perform preventive maintenance related to asbestos-containing materials, lead-based paint, mold, and removal of contaminants as required; respond to emergency situations when available. **E**

Estimate cost of materials and labor; prepare and submit requisitions for materials and supplies; monitor and review invoices and purchase orders with vendors; assure appropriate stock levels are maintained for the division; assist with annual division budget preparation and make recommendations. **E**

Meet with architects, engineers, building trades, and representatives to review all new building projects and specifications; assist with job-related capital improvement projects to completion. **E**

Communicate with district personnel, departments, vendors, and contractors to provide technical information, coordinate activities, and resolve issues, concerns, or questions regarding work orders and scheduling of projects; confer with district personnel regarding maintenance needs. **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**

Prepare and maintain a variety of records and progress reports related to division activities; operate a computer to maintain records and provide reports; check invoices and assure proper charges are accurately maintained; submit to appropriate personnel and department 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; attend supervisor meetings. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Graduation from high school or equivalent plus related Environmental Protection Agency (EPA) courses on asbestos abatement, and four-years of journey-level training in an asbestos environment. Six years of journey-level asbestos abatement or asbestos building inspector experience preferred. Preference will be given to candidates with knowledge of the installation of non-asbestos thermal insulation.

LICENSES AND OTHER REQUIREMENTS:

California driver's license and provide ability to be insured; employee entrance evaluation (lifting test), physical examination for wearing respirator; blood test for lead. Hold valid certifications for Asbestos Building Inspector, Asbestos Contractor Supervisor, Lead Abatement Supervisor, Lead Abatement Inspector, and Lead Abatement. Obtain Asbestos Project Designer Certification within six 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.

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 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.
 Effective supervision practices, evaluation techniques, and leadership styles.
 Interpersonal skills using tact, patience, and courtesy.
 Basic budget preparation, control, and recordkeeping.
 Operation of a computer, related software, and standard office equipment.
 Safe working methods and procedures.
 Hazards, health and safety regulations, standards, and OSHA codes related to job duties.
 Technical aspects of field of specialty.

ABILITY TO:

Perform the basic function of the position.
 Supervise, train, and evaluate the performance of assigned staff.
 Conduct state and federal mandated building inspections for asbestos-containing materials and lead-based paint.
 Prioritize, schedule, and assign work.
 Assure accurate, cost effective, and timely completion of work assignments.
 Estimate cost of materials and labor.
 Order parts and supplies according to established guidelines.
 Maintain records, compile and analyze data, and prepare reports.
 Diagnose emergency situations quickly and accurately.
 Read, understand, and work from blueprints, sketches, shop drawings, and diagrams.
 Read, interpret, apply, and explain rules, regulations, policies, and procedures.
 Communicate effectively, and maintain cooperative relationships.
 Lift and carry heavy objects according to safety regulations.
 Analyze situations accurately, and adopt an effective course of action.
 Understand and follow oral and written directions.
 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:

Hear and speak to exchange information; see to read work orders, blueprints, sketches, shop drawings, and diagrams, and monitor activities; walk or stand for extended periods of time; dexterity of hand and fingers to operate a computer and specialized tools and equipment; ascend and descend ladders, ramps, and scaffolding; bend at the waist, reach overhead, above the shoulders, and horizontally; lift and carry heavy objects.

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.

HEALTH BENEFITS: Classified Supervisor Association (CSA) employees purchase their own health benefits with district-offered plans.

APPROVALS:

Robert R. Garcia, Chief Human Resource Services Officer

Date

Jonathan P. Raymond, Superintendent

Date