

**CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION**

ASBESTOS SUPERVISOR

Class Code: 7705

Job Family: Skilled Trades/Technicians

Classification: Support Staff

Terms of Employment: Pay Grade 56 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under general direction conducts AHERA inspections and inspects asbestos abatement/ renovation projects to ensure compliance with drawings, specifications, applicable codes, and ordinances for asbestos abatement and renovation work.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Assists in the development and review of abatement and reconstruction projects and advises the staff in matters relating to abatement and reconstruction.
2. Reviews plans for nonstructural regulatory compliance.
3. Investigates and makes inspections of existing buildings to determine if hazardous or illegal conditions exist relating to structures during project development.
4. Conducts AHERA inspections and reinspections, including bulk sample collection.
5. Prepares written reports, issues notices to correct code violations, and discrepancies with contract documents.
6. Maintains daily project log.
7. Conducts on-site inspections and air clearance sampling as required.
8. Assists Facility Planning in maintaining accurate as-built drawings and records.
9. Prepares and maintains records documentation for compliance and local, state, and federal regulations.
10. Performs pre-abatement investigations for outside contractors and the Clark County School District.
11. Schedules and coordinates asbestos and retrofit work between Clark County School District departments and outside contractors.
12. Monitors, recognizes and reports hazardous or unsafe work practices.
13. Prepares estimates, forecasts and requisitions for materials for outside contractors on specific projects.
14. Reviews change orders and pay requests.
15. Wears personal protective equipment including respiratory protection.
16. Serves as on-site project monitor for in-house and contracted abatement and renovation projects at site to ensure compliance with plans, specifications and regulatory agencies.
17. Conforms to safety standards as prescribed.
18. Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves AHERA inspections and inspections of asbestos abatement/renovation of projects to ensure compliance of applicable codes and ordinances for asbestos abatement and renovation work.

POSITION EXPECTATIONS: (Knowledge, Skills and Abilities)

1. Knowledge of computer software applications.
2. Knowledge of AHERA, building codes, state and local ordinances.
3. Knowledge of building construction and materials.

06/01/89

Revised: (03/19/92; 01/03/95; 07/15/05; 06/12/07; 10/30/08)

4. Ability to maintain current accreditation as an inspector and supervisor/contractor.
5. Ability to read, interpret and check plans and specifications.
6. Ability to meet deadlines.
7. Ability to read and interpret written and/or oral instructions.
8. Ability to plan and organize work.
9. Ability to wear respiratory protection, protective clothing and work in hot environments.
10. Ability to work flexible hours or shifts.
11. Ability to work in confined areas.
12. Ability to withstand heights and perform work safely.
13. Ability to exercise judgment as when to act independently and when to refer situations to an administrator.
14. Ability to work cooperatively with employees, contractors, vendors and the public.
15. Ability to recognize and report hazards and apply safe work methods.

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. High school graduation or other equivalent, (i.e., GED, college, technical or trade school transcript, foreign equivalency, etc.).
2. Two (2) years experience in asbestos abatement; **plus**,
3. Three (3) years experience in a construction trade or profession directly associated with building construction; **or**, an AA degree in building or construction technology, engineering, or management; **or**, sixteen (16) core credit hours in building or construction technology, engineering, or management, which may be supplemented for experience on a one-year- for- one-year basis, **plus** one (1) year experience as outlined above; **or**, current accreditation as an AHERA building inspector or asbestos supervisor/contractor.
4. Must pass an OSHA physical examination for asbestos work and use of respiratory protection equipment prior to employment.
5. Must pass an examination for accreditation and state license as an AHERA Building Inspector within six (6) month probationary period.
6. Physical examination, accreditation, and state license must be maintained for the duration of the assignment.

Licenses and Certificates:

1. A valid driver's license that allows the applicant / employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of driving history issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (Q.S.P) placement **and** at time of interview prior to final selection.
3. Current AHERA accreditation certificate as a building inspector or supervisor/contractor, if applicable.

Preferred Qualifications:

1. Current AHERA accreditation as an asbestos inspector and supervisor/contractor. Current Nevada DEISH consultant license for inspector and project monitor.
2. Possess physical and mental stamina commensurate with the responsibilities of the position.
3. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the Clark County School District.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school transcript or other equivalent, (i.e., GED, college, technical or trade school transcript, foreign equivalency, etc.).
2. A valid driver's license that allows the applicant / employee to legally operate a motor vehicle in Nevada.
3. Current copy of driving history issued by the Department of Motor Vehicle.
4. Current AHERA accreditation certificate as a building inspector, if applicable.
5. Current accreditation asbestos supervisor/contractor, if applicable.

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6. College transcript, if applicable.
7. Copy of current OSHA asbestos physical examination.
8. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Clark County School District facilities - offices, construction sites, existing buildings under renovation, mechanical rooms, etc. - abating asbestos -containing materials on piping, pressure vessels, ducts, structural steel and other building components, and installing insulation.

WORK ENVIRONMENT:

Strength: Medium - exert force 30-100 lbs. frequently, 15-30 lbs. constantly to lift/stand/push/pull/carry.

Physical Demands: Frequent climbing, crawling, stooping, kneeling, crouching, reaching, handling, pushing and pulling. Occasionally carrying and repetitive fine motor activities. Hearing and vision normal or corrected to normal.

Environmental Conditions: exposed to extremes of heat and humid conditions, wet environments, with respirator and protective clothing with limited air circulation. Exposure to noise, fumes, chemicals, spray-glue, and encapsulate. The pace of the work is fast and greater than usual.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

District-issued/personal vehicles, hand tools, power tools for demolition work, hand and power floor scraper, HEPA (High-Efficiency Particulate Air) Vacuum, negative air machine, glove bags, respirators and protective clothing.

EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel Services. Notification may be made in person, in writing, or by calling: (702) 855-5444.