

**CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION**

ASBESTOS PLANNER/SCHEDULER

Class Code: 7735

Job Family: Skilled Trades/Technician

Classification: Support Staff

Terms of Employment: Pay Grade 57 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under general direction determines asbestos abatement needs, schedules and coordinates projects involving demolition, construction, renovation, maintenance and repair to insure compliance with specifications, codes, and ordinances.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Plans, schedules, coordinates and estimates projects for asbestos response actions.
2. Consults with contractors, engineers, and/or factory representatives concerning work, materials and equipment necessary to support work requirements.
3. Prepares drawings or sketches and cost estimates for asbestos related projects. initiates and schedules work orders for asbestos projects and coordinates with school activities, renovations and maintenance schedules.
4. Consults with retrofit coordinator facility planners and asbestos supervisor on problems with projects and work orders.
5. Prepares and updates floor plans on CAD system for incorporation into school asbestos management plans showing areas where asbestos containing materials are located.
6. Checks plans, specifications, and work orders to determine asbestos extent or involvement for additions, renovations, and maintenance projects.
7. Corrects problems identified by in-house or agency inspection.
8. Coordinates with asbestos inspection section for approval or rejection of completed work.
9. Collects bulk samples of materials for asbestos analysis.
10. May be required to wear respiratory protective equipment.
11. Prepares reports and project schedules for distribution to division staff.
12. Develops drawing, translates inspection data, work orders, and other construction documents to usable record drawings.
13. Conforms to safety standards as prescribed.
14. Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves estimating, planning and scheduling of asbestos abatement work for buildings and other locations in support of AHERA, retrofit, remodeling, and maintenance programs.

POSITION EXPECTATIONS: (Knowledge, Skills and Abilities)

1. Knowledge of computer use as it relates to the management of construction schedules, time estimates, and reports.
2. Knowledge of asbestos regulations, building codes, and state and local ordinances.
3. Knowledge of building construction and materials.
4. Knowledge of types of asbestos use and locations of asbestos containing materials in buildings.
5. Knowledge of a variety of building trades.

6. Knowledge of asbestos abatement procedures and techniques.
7. Ability to pass an OSHA-type physical examination for asbestos and respirator protection.
8. Ability to read and interpret construction documents including blueprints, drawings, and schedules.
9. Ability to develop, learn, and apply work procedures.
10. Ability to meet predetermined deadlines.
11. Ability to develop project timelines and cost estimates.
12. Ability to read and interpret written and/or oral instructions.
13. Ability to plan, schedule and organize work.
14. Ability to communicate clearly orally and in writing.
15. Ability to concentrate on accuracy of details.
16. Ability to exercise judgment as to when to act independently and when to refer to administrators.
17. Ability to work flexible hours or shifts.
18. Ability to work in confined areas.
19. Ability to withstand heights and perform work safely.
20. Ability to work cooperatively with employees and the public.
21. 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. Five (5) years experience in a building trade, as an asbestos inspector, construction/facility planner, construction estimator, or drafter with CAD experience.
3. Must pass OSHA physical examination for asbestos work and use of respirator protection equipment prior to employment. (Must be maintained for the duration of the assignment.)

Licenses and Certifications:

1. Must pass an examination for EPA accreditation and state license as an AHERA Building Inspector within six (6) month probationary period. (Accreditation and state license must be maintained for the duration of the assignment).
2. Must pass an OSHA physical examination for asbestos work and use of respiratory protection equipment prior to employment. (Physical must be maintained for the duration of the assignment.).
3. A valid driver's license that allows an applicant/employee to legally operate a motor vehicle in Nevada. Driver's license must be maintained for the duration of the assignment.
4. Copy of driving history issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

Preferred Qualifications:

1. Current EPA/AHERA accreditation as an inspector, management planner, or contractor/supervisor. Operation of CAD program.
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 graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.);
2. A valid driver's license that allows an applicant/employee to legally operate a motor vehicle in Nevada.
3. Current copy of driving history issued by the Department of Motor Vehicles.
4. Copy of certificate for current accreditation, if applicable.
5. Copy of current OSHA asbestos physical examination.
6. 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 equipment rooms, etc.

WORK ENVIRONMENT:

Strength: Medium - exert force 30-100 lbs. frequently, 15-30 lbs. constantly or negligible amount of force 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:

Computer assisted design/drawing (CAD/CADD) equipment including printers, plotters, input devices and CAD software, computer-based database management and word processing equipment; passenger vehicles including cars or light trucks; microfilm reader/printer, asbestos management plans, regulations and statutes, building blueprints and specifications, architects scale, engineers scale, scientific calculator, measuring devices, drafting equipment and supplies, etc.

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.