

CLARK COUNTY SCHOOL DISTRICT

CLASS TITLE: ASBESTOS PLANNER/SCHEDULER

Class Code: 7735

Grade: 57

CLASS DEFINITION AND 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 TASKS OF THE POSITION: (Illustrative, not inclusive)

Plans, schedules, coordinates and estimates projects for asbestos response actions.

Consults with contractors, engineers, and/or factory representatives concerning work, materials and equipment necessary to support work requirements.

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.

Consults with retrofit coordinator facility planners and asbestos supervisor on problems with projects and work orders.

Prepares and updates floor plans on CAD system for incorporation into school asbestos management plans showing areas where asbestos containing materials are located.

Checks plans, specifications, and work orders to determine asbestos extent or involvement for additions, renovations, and maintenance projects.

Corrects problems identified by in-house or agency inspection.

Coordinates with asbestos inspection section for approval or rejection of completed work.

Collects bulk samples of materials for asbestos analysis.

May be required to wear respiratory protective equipment.

Prepares reports and project schedules for distribution to division staff.

Develops drawing, translates inspection data, work orders, and other construction documents to usable record drawings.

Conforms to safety standards as prescribed.

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.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of computer use as it relates to the management of construction schedules, time estimates, and reports.

Knowledge of asbestos regulations, building codes, and state and local ordinances.

Knowledge of building construction and materials.

Knowledge of types of asbestos use and locations of asbestos containing materials in buildings.

Knowledge of a variety of building trades.

Knowledge of asbestos abatement procedures and techniques.

Ability to pass an OSHA-type physical examination for asbestos and respirator protection.

Ability to read and interpret construction documents including blueprints, drawings, and schedules.

Ability to develop, learn, and apply work procedures.

Ability to meet predetermined deadlines.

Ability to develop project timelines and cost estimates.

Ability to read and interpret written and/or oral instructions.

Ability to plan, schedule and organize work.

Ability to communicate clearly orally and in writing.

Ability to concentrate on accuracy of details.

Ability to exercise judgement as to when to act independently and when to refer to administrators.

Ability to work flexible hours or shifts.

Ability to work in confined areas.

Ability to withstand heights and perform work safely.

Ability to work cooperatively with employees and the public.

Ability to recognize and report hazards, and apply safe work methods.

QUALIFICATIONS:

TRAINING AND EXPERIENCE:

High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).

Five (5) years experience in a building trade, as an asbestos inspector, construction/facility planner, construction estimator, or drafter with CAD experience.

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 CERTIFICATES:

Valid Class C Nevada Driver's License. Must be maintained for the duration of the assignment.

Copy of driving history issued by the Department of Motor Vehicles.

PREFERRED QUALIFICATIONS:

Current EPA/AHERA accreditation as an inspector, management planner, or contractor/supervisor.

Operation of CAD program.

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. Valid Class C Nevada Driver's License.
3. 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.

Strength: Light - exert force occasionally 10-25 lbs., frequently up to 10 lbs., to lift/stand/push/pull/carry.

Physical Demands: Frequent climbing and walking, sitting, handling, talking, and hearing. Vision: Frequent near and far acuity, accommodation, depth perception color vision and field of vision.

Environmental Conditions: Varies from a climate controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise level ranging from moderate to loud and occasional to frequent time periods.

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.

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. Notification may be made in person, in writing, or by calling: (702) 799-5334 (V) or (702) 799-0217 (TDD).

08/11/88

Revised: (02/13/92; 01/03/95; 07/15/05)