

**CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION**

AHERA COMPLIANCE MONITOR

Class Code: 7780

Job Family: Skilled Trades/Technician

Classification: Support Staff

Terms of Employment: Pay Grade 58 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under general direction schedules asbestos inspections, reviews and submits inspection survey data, prepares management plans and coordinates other activities necessary for compliance with the Asbestos Hazard Emergency Response Act of 1986 (AHERA).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Schedules AHERA inspections and re-inspections of district facilities.
2. Audits AHERA inspections data for accuracy and completeness.
3. Makes arrangements for clearance inspections of abatement work performed by the Asbestos Response crew.
4. Audits work of Asbestos Response crew.
5. Acts as liaison between Laboratory, Maintenance, Facility Planning, Environmental Services, state, local, and federal regulatory agencies.
6. Monitors Management Plan Compliance in facilities (response actions, rehabilitation, periodic surveillance, operations and maintenance activities).
7. Develops, monitors, and maintains Asbestos Management Plan for all district facilities.
8. Develops, schedules, and conducts Asbestos Awareness and Hazard Communications training for staff.
9. Acts as Clark County School District's Local Education Agency (LEA) and designated person coordinates work flow and AHERA compliance requirements procedures.
10. Maintains computer database for data collection, preparation of reports/records and auditing purposes.
11. Assists Asbestos Planner, Sr. Asbestos Abatement Inspector, and the Program Manager in conducting investigations to determine whether or not asbestos response actions are required (i.e., research, screening, preplanning, work requests, etc.).
12. Conforms to safety standards as prescribed.
13. Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves performance of multiple tasks related to inspection and management plans to ensure compliance with AHERA and related regulations.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of AHERA and related regulations.
2. Knowledge of building construction, materials, and codes including use of asbestos as building material.
3. Ability to plan and schedule multiple tasks.
4. Ability to read blueprints, specifications, plans and related construction documents.
5. Ability to pass EPA/AHERA accreditation tests for Management Planner and obtain NV DEISH licenses.
6. Ability to learn computer applications and maintain a database.
7. Ability to exercise judgment when to act independently and when to refer situations to an administrator.

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8. Ability to conduct building inspections and review inspection data.
9. Ability to prepare reports.
10. Ability to read and interpret written and oral instructions.
11. Ability to meet predetermined deadlines.
12. Ability to work flexible hours or shifts.
13. Ability to work in confined areas.
14. Ability to withstand heights and perform work safely.
15. Ability to work cooperatively with employees, other agencies, and the public.
16. Ability to work with toxic materials, 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 construction practices or inspection, which includes three (3) years in/as asbestos inspection, management or project design.
3. Current EPA AHERA accreditation as a building inspector.
4. Must be able to pass EPA AHERA accreditation tests for Management Planner and obtain the NV DEISH licenses for consultant prior to completion of six (6) month probationary period.

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. Copy of current certificate for accreditation for EPA AHERA building inspector.

Preferred Qualifications:

1. Current accreditation as an Asbestos Inspector or a Management Planner.
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 Vehicles.
4. Copy of current certificate for accreditation for building inspector.
5. 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: Light - exert force occasionally 10-25 lbs., frequently up to 10 lbs. to lift/stand/push/pull/carry.

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

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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. Exposure to asbestos containing materials.

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 hardware including printers, plotters, input devices, modems, and networks; computer software including database management, scheduling and word processing; passenger cars and trucks, microfilm reader/printer, asbestos management plans, regulations and statutes, building blueprints, and specifications, scientific calculator, measuring devices, air sampling pumps and media, bulk sample collection hand tools and equipment, respiratory protection devices.

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.