



### **Classification Summary**

Instruct and provide technical direction/supervision of workers engaged in asbestos removal, hazardous waste disposal, and other general maintenance work subject to occupational safety regulations. Positions in this classification may specialize in one or all areas which includes but not limited to: Asbestos Abatement, Hazardous Waste and Disposal, and General Safety. Considered to be a leadworker in one or more specialty areas which include responsibilities in planning, scheduling, and monitoring projects. Serves as an information resource and advisor to the Facilities Management Department including areas of asbestos removal and hazardous waste disposal and the safe procedures pertaining to specified programs. Perform other related maintenance and safety management work as required.

### **Distinguishing Characteristics**

1. This classification is distinguished from other classifications by the requirement for comprehensive knowledge in maintenance work techniques and practices and associated safety issues. Positions in this classification are allocated in the Facilities Management Department. Although safety issues are District-wide and administration of safety regulations are coordinated with the Human Resources Department/Risk Management Program and the District in general, positions in this classification plan and implement safety programs in conjunction with but independent of the Risk Management program.
2. This classification is further distinguished by its leadworker responsibilities and advisory role in determining method of work conducted by others with specific emphasis on hazardous waste and asbestos abatement.

### **Supervisory Relationships**

Reports to the Department Director or other administrative/ supervisory personnel as delegated for guidance and direction. Oversee the work of other maintenance personnel pertaining to safe work practices and safe working environment. Designated leadworker and advisor to employees engaged in asbestos removal and hazardous waste disposal projects.

### **Examples of Duties**

(Any one position may not include all of the duties listed, nor do the listed examples include all duties found in positions of this classification. The following are examples only not intended to be all inclusive or exclusive.)

- A. **Asbestos Removal Program** (Requires certification as an inspector/management planner and project designer.)
  1. Develop, implement and maintain an Asbestos Management Plan for each district building as mandated by the Asbestos Hazard Emergency Response Act.
  2. Inspect and sample all district buildings for asbestos containing material.
  3. Develop and implement work procedures, practices and techniques which meet safety regulations. Conduct safety inspection to ensure safe work practices and safety precautions are adhered to. Investigate injuries/illnesses and initiate corrective and prevention actions.
  4. Write or otherwise develop technical bid specifications for contracted asbestos removal and re-insulation projects.
  5. Manage the bid process and recommend awards. Inspect contracted services for conformance to bid specifications.
  6. Provide information concerning the District's asbestos program to staff, parents, students, regulatory agencies, interested community members, other school districts and the general public.
  7. Serve as the point of contact to Lane Regional Air Pollution Agency (LRAPA) and other agencies on compliance issues.

8. Take bulk samples and air samples as needed to determine presence of asbestos fibers, and may perform other asbestos removal/abatement work as required (see Asbestos Technician and Asbestos Technician Specialist classifications.)

**B. General Safety Program** (Requires experience in one or more areas in the occupational safety field.)

1. Provide training and instruct Facilities Management staff and custodians on occupational safety and health. Maintain records of training as required by law.
2. Investigate accidents, recommend corrective actions, and maintain records.
3. Serve as an information resource and provide technical expertise in the area of safe work environment and practices.
4. Conduct or supervise gas free engineering for personnel who enter confined spaces (i.e. sewage dry wells, underground storage tanks, etc.)
5. Determine need for personal protective equipment and clothing, respiratory protection equipment, and other safety equipment. Ensure first aid supplies and first aid kits are provided and adequately placed in conformance with regulations.
6. Maintain and protect confidentiality of personnel records dealing with occupational illnesses and accidents, hearings and periodic physical examinations.
7. Respond to general safety questions and inquiries.
8. Coordinate safety programs with the Risk Management Program.
9. Perform other safety management responsibilities within the general framework of safety planning, accident prevention, safety awareness, and OSHA regulations.

**C. District-wide Duties and Responsibilities** (Requires experience and/or training comparable to a competent Hazardous Material Specialist as defined in OSHA 29 CFR 1910.120.)

1. Plan, coordinate, and schedule the proper disposal of hazardous waste generated by the District in compliance with all applicable Federal, State, and local regulations. Maintain records of hazardous waste shipments.
2. Provide first response to any release of hazardous waste materials. Inspect and determine problems and take corrective actions. Document incidents and report to proper authority.
3. Conduct annual inspections and accompany regulatory officials on building inspections. Initiate and document corrective actions based on these inspections.
4. Participate in emergency and disaster planning on community, district, and building levels, including interface with other agencies.
5. Participate in earthquake preparedness planning, including the identification of non-structural earthquake hazards.
6. Advise on chemicals and pesticide usage. Chair the Landscape Management Advisory Committee which deals with the efforts to maintain the safest and most sustainable grounds possible with minimum pesticide use.
7. Maintain and update the collection of Material Safety Data Sheets for all hazardous products in use by district staff, and ensure that a complete updated set of the information is in every district building.
8. Perform other related work as required, including leadworker responsibilities and activities associated with the District's risk management/loss control efforts.

**Required Knowledge, Skills and Abilities**

1. Possess the proper certification pertaining to the Asbestos Abatement Program, Hazardous Waste Program, and any other maintenance programs to be assigned.
2. Knowledge of general methods and techniques related to safe work practices and occupational safety and health programs. General knowledge of the Federal Occupational Safety & Health Act (OSHA) and the Oregon Safe Employment Act (OSEA).
3. Working knowledge of safety codes, standards, concepts, and principles.

4. Strong interpersonal communication skills and ability to communicate effectively, both orally and in writing.
5. Ability to perform accurate arithmetic computations and maintain accurate records. Ability to develop safety reports and provide recommendations based on supporting data and information.
6. Ability to instruct and train other staff members on safety issues and requirements. Ability to be assertive in ensuring that proper safety equipment/clothing are used and work is performed in a safe manner.
7. Knowledge of safety monitoring equipment and the operation thereof (such as air sampling equipment, negative air machines, etc.)
8. Ability to effectively interact with, and develop cohesiveness among, staff, parents, administrators, and the general public.
9. Ability to respond to emergency situations in a calm and analytical manner. Ability to take immediate corrective actions in emergencies.

#### **Minimum Qualifications for Class Entry**

1. Five years experience in the field of safety management/ occupational safety.
2. Possession of the appropriate certifications or credentials in the areas of asbestos removal (inspector/management planner and project designer) and/or hazardous materials handling (as defined by OSHA 29 CFR 1910.120.)

#### **Work Environment**

Depending on program assignments, the incumbent will be exposed to an above average range of hazards from mechanical, electrical, chemical, or biological sources.