

FACILITIES ENVIRONMENTAL TECHNICAL MANAGER

DEFINITION

A Facilities Environmental Technical Manager manages and oversees the planning, development, and implementation of the District-wide asbestos and lead program, environmental assessments, hazardous material abatement, and the water intrusion and mold remediation program.

TYPICAL DUTIES

- Manages and participates in the development and implementation of goals, objectives, policies and procedures for the Facilities Environmental Technical Unit (FETU).
- Oversees and participates in the development and administration of the unit's annual budget, which includes identifying funds needed for staffing, equipment, materials and supplies, monitoring and approving expenditures, and implementing adjustments as needed.
- Manages staff who plan, organize, prioritize and schedule activities related to Asbestos, Lead, water intrusions and other emerging contaminants.
- Ensures that all workers, building occupants, students, and their parents are notified annually about the availability of the asbestos management plans and recent and upcoming asbestos related activities.
- Ensures asbestos related activities are carried out in accordance with the Asbestos Hazard Emergency Response Act (AHERA) requirements by conducting inspections, re-inspections, and periodic surveillance; evaluating work products; reviewing and evaluating methods and procedures; updating asbestos management plans; and regularly meet with staff to identify and resolve issues.
- Manages the Facilities Services Division's analytical laboratory, which includes, developing standard operating laboratory methods and techniques, writing technical and narrative reports on the results of sample analysis studies, and reviewing test results.
- Reviews and approves the analyses of air and water samples suspected of containing asbestos by use of transmission electron microscope, energy dispersive spectrometer and selected-area electron diffraction techniques.
- Serves as the liaison between Facilities Environmental Technical Unit and other departments such as the Office of Environmental Health and Safety, and outside agencies to negotiate and resolve sensitive and controversial issues.
- Interacts with regulatory agencies regarding compliance issues within the asbestos and lead compliance program.
- Evaluates and forecast the District's environmental regulation needs regarding asbestos, lead, mold, and any other emerging contaminants.
- Interprets, defines, and manages the implementation of technical policies to District staff.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Facilities Environmental Technical Manager manages and oversees the Facilities Environmental Technical Unit which is responsible for the District-wide asbestos and lead program, environmental assessments, hazardous material abatement, and the water intrusion and mold remediation program.

The Deputy Director of Facilities Maintenance and Operations directs the activities of central maintenance and operation services and assists with the District-wide administration and coordination of special projects, long-range planning, operational planning, and control of standards for facilities, equipment, tools, and materials.

An Asbestos Abatement Supervisor supervises crews involved in asbestos and lead abatement and inspects the work for compliance with federal and State laws, and District standards

SUPERVISION

General direction is received from the Deputy Director of Maintenance and Operation. General supervision is exercised over personnel assigned to the Facilities Environmental Technical Unit.

CLASS QUALIFICATIONS

Knowledge of:

Federal, State, and local regulations governing asbestos, lead, environmental health and safety
Principles of hazardous materials, construction, maintenance, and environmental hazards to be found in a large public-school system
Basic principles of contract law, public purchasing, research, cost analyses and control, budgeting.
Principles of public relations
Principles of training, employee evaluations, and employee relations
Concepts of progressive discipline.
Methods of asbestos and lead removal, and encapsulation, and re-insulation
Inspection techniques for identifying and sampling asbestos or abating asbestos and lead containing materials.
Materials, tools, and equipment used in asbestos and lead abatement.
Asbestos and lead abatement inspection methods.
Vendors and materials and equipment available in the asbestos and lead abatement field.
Government building codes, orders, and ordinances.
Job estimating methods

Ability to:

Plan and manage multiple programs, delegate to subordinates, and evaluate operational effectiveness.
Organize and manage broad scope analytical, technical, scientific, environmental and administrative projects or programs
Recognize situations that create environmental liability and exposure and determine appropriate corrective measures
Communicate effectively in writing and orally
Make, support, and explain recommendations and decisions
Estimate project requirements and organize resources to meet goals and deadlines
Analyze written materials and oral communications
Read blueprints, architectural drawings, and other plans
Work effectively with District personnel and the public

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably with a major in physical science, Environmental Engineering, Industrial hygiene or a closely related field.

Experience:

Four years of professional level experience in environmental health and safety. Two years of this experience must be in developing, implementing, or coordinating asbestos or lead management programs. Two years of the required experience must be supervisory.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTES

1. Management classes, exempt from bargaining units.
2. Exempt from FLSA.
3. Requires wearing a negative pressure respirator.
4. Prior to employment, all successful candidates will be required to pass an asbestos medical examination in compliance with the General Industry Safety Orders of the California Code of Regulations.
5. The Facilities Environmental Technical Manager is subject to call at any hour.
6. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.
7. Successful completion of a EPA-approved Model Accreditation Plan courses for Contractor/Supervisor, Project Designer, and Management Planner are required by completion of the probationary period.
8. Certification by the California Department of Health Services as an Inspector/Assessor is required by completion of the probationary period.
9. Successful completion of the OSHA 40-Hours Hazardous Waste Operations and Emergency Response, and the Construction Safety and Health training is required by completion of the probationary period.

This class description is not a complete statement of essential functions, responsibilities or requirements. Entrance requirements are representative of the minimum level of knowledge, skill and/or abilities. To the extent permitted by law, management retains the discretion to add or to change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class
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