

ASBESTOS ABATEMENT SUPERVISOR

DEFINITION

Schedules and supervises asbestos or lead-based paint abatement, in-place lead management, or insulation work performed by maintenance and contract personnel.

TYPICAL DUTIES

Schedules and supervises the work of crews in the removal or encapsulation of lead-based paint and asbestos and re-insulation with other materials.
Surveys work sites and determines the scope of work and number of employees necessary for jobs.
Confers with and coordinates the activities of asbestos and lead abatement crews with the Office of Environmental Health and Safety, school administrators, and maintenance area personnel.
Determines tools, materials, and equipment required; prepares requisitions for stock and non-stock materials; and assures timely delivery of materials to sites.
Prepares or supervises the preparation of job orders, working drawings, and job cost estimates.
Plans or supervises the planning of the sequence of work to be completed by crews and outside contractors and inspects job progress and quality.
Directs and monitors Senior Insulator/Asbestos Abatement Workers in preparing project assessments, abatement designs, project monitoring, and compiles project closeout documentation; also oversees the review of environmental consultants' reports for similar activities.
Verifies that personnel are medically qualified to perform asbestos and lead abatement work and that all required safety and governmental regulations are observed.
Trains and evaluates personnel.
Approves employee time and mileage reports.
Assists in establishing District-wide priorities for asbestos and lead abatement.
Assists in the preparation of contracts, reports, and documentation.
Assists in the development of informational presentations regarding asbestos and lead abatement activities.
May supervise the work of outside contractors.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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.

A Complex Project Manager is responsible for coordination of all facilities related activities with schools and offices within a high school complex.

A Senior Insulator/Asbestos Abatement Worker plans, reviews, and estimates, asbestos and lead abatement jobs, and/or assists in directing employees performing asbestos and lead abatement and insulation activities.

SUPERVISION

General supervision is received from a Complex Project Manager and technical supervision is received from the Area Facilities Services Director or designee. General supervision is exercised over Senior Insulator/Asbestos Abatement Workers, Insulator/Asbestos Abatement Workers, Asbestos Abatement Assistants, Asbestos Surveyors, and other personnel as assigned.

CLASS QUALIFICATIONS

Knowledge of:

- Methods of asbestos and lead removal, 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
- Federal, State, and local regulations governing asbestos and lead abatement
- Government building codes, orders, and ordinances
- Safety regulations pertinent to asbestos and lead abatement
- Job estimating methods

Ability to:

- Plan and schedule multiple projects in efficient sequences
- Read and interpret plans and drawings
- Make accurate estimates of materials and labor
- Train and supervise employees
- Prepare working drawings, job orders, and material requisitions
- Work effectively with District employees

Special Physical Requirements:

- Ability to stand, walk, bend, crawl, reach overhead, crouch, kneel, balance, push, pull and lift up to 100 pounds in inspecting or assisting projects when needed
- Ability to work safely at heights including the use of ladders, scaffolds, and other related equipment
- Ability to work safely in confined spaces
- Ability to do physical work under conditions involving temperature extremes
- Visual acuity to perform site surveys and assessments

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by successful completion of asbestos and lead abatement seminars or workshops and courses in supervision, organization, and communications.

Experience:

Two years of experience planning or coordinating asbestos abatement projects preferably with experience leading a team. Experience in the abatement of lead-containing materials is preferable.

Special:

Certification from the State of California as a Certified Asbestos Consultant

A valid driver's license to legally operate a motor vehicle in the State of California and use of a motor vehicle.

SPECIAL NOTES

1. Successful completion of EPA-approved Model Accreditation Plan courses for Contractor/ Supervisor, Building Inspector, and Project Designer are required by completion of the probationary period.
2. Certification by the California Department of Health Services as an Inspector/Assessor and as a Project Monitor is required by completion of the probationary period.
3. A Maintenance Planning Techniques Certificate is required by completion of the probationary period.
4. Requires wearing a negative pressure respirator.
5. Employment is subject to medical clearance which meets pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials including, but not limited to, asbestos or lead.

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 change typical duties of the position at any time, as long as such addition or change is reasonably related to existing duties.

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HV

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