



JOB DESCRIPTION

Position Code: 611
Classified Group: CSEA
Salary Range: 41
Work Days: 261
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POSITION TITLE: Lead Environmental Safety Technician

DEFINITION: Under general supervision, performs skilled work in district wide environmental safety inspections, repair, investigations, and record keeping; performs semi-skilled and skilled tasks in the general maintenance and repair of district facilities. This is the working lead level.

DIRECTLY RESPONSIBLE TO: Supervisor, Building Maintenance

SUPERVISION OVER: N/A

DUTIES AND RESPONSIBILITIES: (Any one position may not include all duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Attends preconstruction meetings and inspects preconstruction blueprints in order to provide input for upcoming projects.
2. Establishes priorities for the shop; plans, assigns, inspects, and directs the work of district Environmental Safety Technicians.
3. Attends pre and post construction walkthroughs at sites for conformity with codes and regulations.
4. Conducts on-site survey of work to be performed.
5. Computes time and material costs by estimating labor hours and ordering materials by telephone, fax, or online.
6. Coordinates with other shops and departments to complete work.
7. Ensures safety precautions are observed.
8. Visits and inspects district sites to investigate and test for mold, hazardous materials, lead, and asbestos in accordance with state and federal regulations.
9. Conducts investigations and determines root cause of environment safety concerns; implements corrective and preventative actions as required.
10. Assists with the development, implementation, and maintenance of district environmental safety programs.
11. Performs routine industrial and hazardous waste management activities such as waste inventories, contractor scheduling and waste haul oversight.
12. Manages the storage, recycle, reuse, and disposal of hazardous wastes.
13. Coordinates with district shops and departments to mitigate environmental safety concerns in the district.
14. Develops corrective methods, controls, and procedures to improve work safety environment.
15. Performs emergency procedures for sudden asbestos releases and/or potential environmental hazard exposure situations.
16. Records results of all mold, hazardous materials, lead, and asbestos testing.
17. Maintains written documentation in compliance with state and federal regulations, including Hazardous Materials Business Plan (HMBP) and Spill Prevention, Control, and Countermeasure Plan (SPCC).
18. May coordinate and monitor licensed contractors conducting large scale environmental safety projects.
19. Positions warning signs.
20. Corrects hazards encountered during abatement activities.

21. Assists in preparing reports to establish priorities for repair, removal, or encapsulation of friable asbestos materials.
22. Repairs, removes, encapsulates and/or encloses materials containing asbestos.
23. Removes asbestos using approved methods including identifying, bagging, storing, and transporting.
24. Performs proper construction and maintenance of barriers and decontamination enclosure systems.
25. While performing asbestos abatement - makes repairs, installs and maintains all types of structures and service systems, including, but not limited to: pipe lagging, boiler room and ceiling repairs which require encapsulation or removal of asbestos containing materials and electrical repairs and fixture installations.
26. Installs non asbestos insulation and/or metal coverings or other forms of insulation on heating supply lines, boilers, hot water tanks, and other areas and/or equipment.
27. Performs electrical and ventilation system lockouts.
28. Initiates, modifies, and closes work orders in automated system.
29. Performs the following work during asbestos abatement: patches inside and outside walls, floors, ceilings, and other surfaces, tests and removes roofing materials; may assist a variety of journey level craftsmen, erects scaffolding, digs trenches, and performs a variety of miscellaneous maintenance and repair tasks.
30. Operates aerial lift, powered industrial truck, district vehicle, and a variety of hand and power tools.
31. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Experience in asbestos, mold, and lead abatement; experience in hazardous material removal; general building maintenance work.

Licenses and Certificates:

- Valid California Class C Driver's License issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring the license
- Must possess or attain all certifications necessary for the position within 12 months of employment

Knowledge, Skills, and Abilities:

- Knowledge of *standard practices, methods, tools, materials, equipment, hazards, and safety precautions associated with environmental safety and building maintenance*
- Knowledge of *federal, state, and local regulatory requirements, procedures, and standards for asbestos, mold, and lead abatement*
- Knowledge of *air monitoring procedures to determine air quality*
- Knowledge of *physical appearance of asbestos and asbestos control options*
- Knowledge of *environmental safety hazards and how to deal with them*
- Knowledge of *personal protective equipment used around hazardous materials, including asbestos, mold, and lead*
- Knowledge of *mold sampling protocols and data interpretation*
- Knowledge of *updated and ongoing federally mandated training and reporting*
- Knowledge and skill in *use of computers and assorted software programs*
- Ability to *establish and maintain effective relationships with those contacted in the course of work*
- Ability to *understand and follow verbal and written instructions*
- Ability to *communicate effectively both verbally and in writing with administrators, staff, students, and the community*

WORKING CONDITIONS:

Work Environment:

- Outdoor and indoor work environment
- Seasonal hot/cold weather
- Moderate noise from equipment
- Drive a vehicle to conduct work

Typical Physical Characteristics: (with or without the use of aids; consideration will be given to reasonable accommodation)

- Inspect documents and other written materials with fine print
- Operate tools and equipment requiring repetitive hand movement and fine coordination
- Move about schools and facilities to conduct work, including climbing a ladder, crawling, bending, stooping, reaching, working with arms extended, and remaining in a stationary position for long periods of time
- Transport or move objects up to 75 pounds
- Position self to perform work on a ladder
- Communicate to exchange information in person, with small groups, and/or on the telephone

Hazards:

- Work in high, precarious places
- Exposure to fumes, airborne particles, and toxic or caustic chemicals
- Exposure to extreme heat
- Exposure to vibration

Other Characteristics:

- Willingness to respond to emergency calls at night or on weekends

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approval: 6/13/2017
Adopted: 11/29/1988
Revised: 3/17/1995
Revised: 5/24/2017