

# SAN DIEGO UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

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<b>TITLE:</b>	Asbestos Inspector	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Facilities Management	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	050 OSS
<b>REVISED:</b>	July 1, 2002		

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### **BASIC FUNCTION:**

Survey and complete re-inspections of asbestos conditions in district facilities to ensure district compliance with federal, state, and local regulations related to asbestos management and recommend response actions resulting from inspection data; monitor and verify that work activities, materials, and equipment of abatement contractors and district asbestos crews comply with EPA/AHERA and CAL-OSHA regulations.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

### **E = Essential Functions**

Perform periodic surveys and mandatory re-inspections of all district sites according to AHERA (Asbestos Hazard Emergency Response Act) protocol. **E**

Identify suspect materials and conditions; perform bulk sampling for verification and recommend priorities for actions such as total abatement or Maintenance & Operations (M&O) activities. **E**

Analyze and provide detailed inspection data and documentation of abatement activities for asbestos management plan updates and revisions. **E**

Prepare cost estimates and layouts or sketches. **E**

Plan and establish sequence of work to be performed by contractors and department staff in conjunction with maintenance, construction, and site activities. **E**

Inspect jobs in progress and verifies compliance with regulatory and district requirements. **E**

Respond to after-hours emergency calls; communicate with site administrators, other site staff, Maintenance and Operations Department staff, contractors, consultants, public agencies, and the general public. **E**

Prepare correspondence and assist in making presentations regarding asbestos conditions and abatement activities. **E**

Calibrate and operate air sample machine to test level of airborne fiber concentration. **E**

Ensure adherence to hazardous waste disposal regulations. **E**

Develop and update the Hazardous Materials Business Plan. **E**

Conduct regular safety and training meetings; contact various health and safety regulatory agencies. **E**

Assist with providing asbestos awareness to concerned parties. **E**

Maintain records of and reapply for various permits with the health department. **E**

Complete courses to keep abreast of the latest techniques and technology in the asbestos abatement industry and attend training seminars to maintain required certification for EPA approved credentials. **E**

Drive a vehicle. **E**

Implement approved policies and procedures for Maintenance and Operations Department, Maintenance Unit, and the Equipment/Safety Services Program. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to completion of course work in the field of Health Science, Industrial Hygiene, Occupational Safety Engineering, asbestos control, or other appropriate field, and two years of recent, progressively responsible experience with asbestos abatement and/or hazardous materials, preferably in a school district or large government agency.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license.

May be required to have available and operate a personal vehicle (mileage expense provided).

Must possess EPA approved Asbestos Inspector/Management Planner or Asbestos Contractor/Supervisor credential.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Federal EPA/AHERA and CAL-OSHA standards and procedures related to asbestos inspection, identification, and assessment of materials.

Safety methods and practices.

Methods, tools, equipment, and protocol used in conducting bulk and air sampling.

Reading and writing English communication skills.

**ABILITY TO:**

Analyze and evaluate original AHERA inspection data, asbestos management plan data, and response recommendations.

Read and interpret plans and specifications.

Use computational skills with experience in estimating labor and material costs.

Design sketches and layouts.

Establish and maintain effective working relationships with others.

Plan and organize work; meet schedules and time lines; maintain records.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor settings; exposure to hazardous materials.

**PHYSICAL REQUIREMENTS:**

Good health, with strength and energy sufficient to maintain a rigorous work schedule involving driving and/or continuous, heavy physical exertion under adverse conditions such as tight spaces, hot, and/or closed environments, dust, etc.; hearing and speaking to exchange information; seeing to perform assigned duties; standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally as needed; lifting heavy objects.

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Job Code 8193

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