



REVISED: Submitted:  
07/01/2019 06/11/2019

JOB TITLE:	COORDINATOR ABATEMENT PROGRAM
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8278
BARGAINING UNIT:	CLAP

#### SCOPE OF RESPONSIBILITIES

Maintains asbestos materials management program to include inspection of all buildings in the District in order to comply with AHERA; serves as the representative of the Jefferson County Public School system with the Governor's designee on all management plans for each facility of the school system; serves as liaison of the school district with the representatives of Region IV of the Federal E.P.A. and state and local agencies.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Inspects and samples all suspect materials and equipment for potential presence of asbestos; supervises and evaluates work of Insulation Inspectors

Performs a semi-annual inspection of all facilities that contain asbestos-containing materials; performs annual inspection of the files of all facilities

Manages the air sampling program conducted by a private contractor and maintains all ambient air results in the files both at the school and central office

Serves as the representative of the school system with the architect, the contractor and the analytical firm

Conducts training seminars for Jefferson County Public School system personnel, as required by the Federal E.P.A. to comply with AHERA

Prepares all reports and applications for federal grant and loan monies

Prepares and files all necessary reports with the federal and local agencies

Maintains and updates the management plan for each facility in the district

Maintains the operation and maintenance program for each facility in the district

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

#### MINIMUM QUALIFICATIONS

High school diploma or G.E.D.

Completed and passed exam of E.P.A. approved institution on Management of Asbestos Containing Materials, Management Planner and Inspecting for Asbestos Materials

Certified Management Planner

Certified Inspector

Certified Asbestos Supervisor

Possesses knowledge of local, state and federal regulations concerning asbestos abatement and management
Knowledgeable in the asbestos training required to comply with AHERA
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Successful experience as an Industrial Hygienist
Bachelor's degree
Experience in a diverse workplace