



NEW:
07/01/2012

JOB TITLE:	INSPECTOR
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 12
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8337
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES
Maintains asbestos materials management program to include maintenance and operations of all asbestos-containing material in all facilities in the district. Acts as liaison with the Louisville and Jefferson County Air Pollution Control district and EPA offices in Atlanta (Region IV) and the Asbestos Action Program in Washington, D.C., in reference to all asbestos-related material.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Inspects and samples all suspect materials and equipment for potential presence of asbestos
Performs inspections of all facilities containing asbestos material, and responds to concerns
Encapsulates or removes damaged asbestos-containing materials
Removes all asbestos-containing material that is removed by Jefferson County Public School personnel and cleans the affected area
Manages the air sampling program conducted by private contractors and maintains a file of results, in each school affected, verifying acceptable levels of air cleanliness
Maintains school system record file of all asbestos abatement, repairs and/or encapsulation of asbestos-containing material for all facilities in the district
Completes, records and files, with Maintenance Scheduling, accurate work orders for encapsulation or repair
Maintains complete and accurate files at each facility to comply with EPA regulations
Files reports with local Air Pollution Control District on monthly basis advising of all abatement performed
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, 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 apprenticeship or equivalent training
Three (3) years of experience in the insulation of commercial heating and air conditioning equipment
Capability in reading blue prints
Possess "State of the Art" asbestos abatement training by Approved EPA institution
Possess knowledge of local, state and federal regulations concerning asbestos abatement
Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

Successful experience as an Industrial Hygienist