

MCDOWELL COUNTY SCHOOLS

Job Description

POSITION: Asbestos Project Designer/Asbestos Plan Manager

REPORTS TO: Facilities Director

CLASSIFICATION: Service

FLSA STATUS: Non-Exempt

EMPLOYMENT TERM: As needed

COMPENSATION: \$200 per month

EVALUATION: Performance in this position will be evaluated annually by the Director or his designee in accordance with McDowell County BOE's Guide to Performance Evaluation for Service Personnel and WV State Code.

JOB SUMMARY: Perform inspections countywide in accordance and required by State and Federal Code. Keep all documentation up to date. Maintain certificates for all licensed asbestos workers, including scheduling trainings, refreshers and physicals.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Additional duties may be assigned. General Maintenance is required to perform a variety of skilled tasks within the assigned location.

- Perform duties efficiently and productively.
- Keep up to date records and manage asbestos documentation for all facilities in the MCS system.
- Plan and execute abatement projects.
- Accompany EPA regulators on site visits.
- Take samples and quantify material to be removed.
- Other duties as assigned by Director of Facilities

QUALIFICATION REQUIREMENTS:

- Successful candidate must possess a license for Asbestos Project Designer and Asbestos Plan Manager pursuant to WV code;
- EPA and meet requirements of 40 CFR part 763 Asbestos Hazard Emergency Response Act;
- Be accredited through TSCA Title II
- Minimum of three years as a licensed asbestos worker.
- Negative tuberculin skin test upon hire.
- CIB/FBI fingerprint clearance

EDUCATION AND/OR EXPERIENCE:

- High school graduate or equivalent.
- State competency test, if appropriate as per WV §18A-4-8e.
- Minimum of three years as a licensed asbestos worker.

COMMUNICATION SKILLS:

- Ability to follow written and oral instructions.
- Ability to effectively present information and respond to questions from administrators, staff, and general public.
- Ability to perform duties in full compliance with state and county requirements.
- Ability to write reports and complete work consistent with the duties.

MATHEMATICAL AND KNOWLEDGE SKILLS AND ABILITIES:

- Ability to add, subtract, multiply and divide in all units of measure consistent with the duties of this position.
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations consistent with this position.

REASONING AND OTHER SKILLS/ABILITIES:

- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists in dealing with this position.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form consistent with this position.
- Ability to accurately perform assigned tasks.
- Ability to perform duties in full compliance with state and county requirements and MCBOE policies.

PHYSICAL DEMANDS: *the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is often required to stand; walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is sometimes required to lift heavy objects. On The employee is occasionally required to sit. The employee will frequently bend, or twist, at the neck and trunk more than the average person while performing the duties of this job. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works outdoors or indoors as needed. The employee will work near or with moving mechanical equipment while performing the duties of this job. The employee will work around hazardous materials such as gasoline, diesel, etc. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is moderate to loud, due to the use of power tools.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.