



Job Description

Job Title: Area Supervisor – Maintenance Asbestos

Reports to: Maintenance Manager
Department: Maintenance/Asbestos
Compensation: BL-4
Overtime Status: Exempt
Date Job Revised: February 6, 2009

Position Summary: Supervisor/Asbestos Contractor
Qualifications/Job Requirements: Asbestos Licenses
Education: High School, G.E.D.

Specialized Knowledge Requirement, Licenses, etc: Asbestos training, licenses required include Asbestos Worker, Asbestos Supervisor, Asbestos Inspector, Asbestos Management Planner, Asbestos Project Designer, and Asbestos Contractor; required to maintain current licenses, attend annual refresher courses. Tests for each discipline is given and passed with 70% accuracy. Applications for licenses is submitted to and approved by the Oklahoma State Department of Labor. Area Supervisor would be the Designated Person for the Local Education Agency for Asbestos in Schools Rules. Position requires providing two-hour asbestos awareness training for all newly hired employees within the first thirty days of their employment. Required to know and understand the Rules for Friable Asbestos in Schools and EPA requirements.

Responsible for the Oklahoma Hazard Communication Standard and trainer for chemical hazards in the workplace.

Experience: Must have a minimum of three years experience in managing people and federal and State mandated programs. Basic knowledge of construction and maintenance procedures; Need experience in organizing work, setting priorities and meeting deadlines for work requests. Aptitude for basic computer skills and budget management; responsible for incorporating a system to effectively coordinate and prioritize work orders and requisitions received at Maintenance, screen requisitions; accept calls and work order requests from principals and other administrative personnel. Make site visits to check on progress and completed jobs; provide feedback on job progress and status to school principals and supervisors.

Specific Training/Skills: Training required for Asbestos Worker, Asbestos Supervisor, Asbestos Inspector, Asbestos Management Planner, Asbestos Project Designer and Asbestos Contractor for the District. Training required in Indoor Air Quality issues.

Other: Required to write Operations and Maintenance Program for Tulsa Public Schools asbestos program on an annual basis and obtain approval from the Oklahoma State Department of Labor, Asbestos Division prior to operating an asbestos O&M program. Required to apply annually to the Tulsa City-County Health Department for a "Permit to Operate" asbestos projects after obtaining approval from the Oklahoma State Department of Labor for the district's O&M program. Write annual Respirator Program for State and EPA approval. Must possess experience in environmental issues, transportation and disposal of hazardous waste and chemicals.

Scope of Authority (If Applicable): Supervise and direct asbestos workers, provide knowledge of building needs to the Maintenance Manager as to project needs at school facilities.

Customer Contacts (Internal and External): All principals in the district and other administrative personnel. Enviro-solve Disposal Company, Breathe-Easy, Asbestos Handlers, Specialty Products, Environmental Hazard Control, Inc., Oklahoma Asbestos Training Institute.

Duties and Responsibilities:

- Coordinate maintenance, repair and rehabilitation services within the scope of the assigned crafts. Leadership skills; coordinates with community agencies, fire marshal requests, Tulsa Area Emergency Safety Council, City of Tulsa Inspections Division, the Oklahoma Department of Labor, and Oklahoma Department of Environmental Quality, Tulsa Regional Office (EPA).
- Coordinates and assist the Director of Maintenance and all other district buildings, by serving as a source of information to staff, the community, and other departments on school facilities and needs.
- Promote safe handling and proper disposal of hazardous chemicals in accordance with current and applicable regulations.
- Attend workshops and conferences; keeps informed on current trends that affect job responsibilities.
- Represent the District on various committees as assigned by the Director of Maintenance.
- Maintain asbestos-related records, update asbestos management plans, supervise asbestos removal projects.
- Perform other tasks as assigned by manager.