

ASBESTOS SAFETY COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a BOCES, and involves performance of tasks involving the development, implementation and enforcement of a district-wide asbestos maintenance program, to comply with State and Federal regulations to ensure maximum safety to all school employees and students during asbestos removal, containment and maintenance procedures. Duties are performed under the general supervision of the Assistant Superintendent for Business Services, with leeway allowed in designing and carrying out the details of the asbestos maintenance program. The work is performed in accordance with established State and Federal policies and procedures, including OSHA regulations. Among other duties, the incumbent performs on-site investigations in district facilities, investigates complaints of unsafe working conditions, due to asbestos in buildings, which occasionally requires inspections and sampling to be carried out during the day, at night, or in the evening. Supervision over the work of others is not a responsibility of the incumbent. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Develops, implements, and enforces district-wide asbestos education programs concerning asbestos history and health effects, along with abatement and maintenance information;

Inspects work areas and public facilities to identify and assess asbestos conditions which pose significant risk of injury to students, employees and district residents;

Plans, develops, and conducts asbestos safety seminars for supervisors, operating, maintenance, teaching, and office personnel;

Develops and provides asbestos safety training programs;

Conducts asbestos inspections for each district building;

Conducts OSHA and toxic substance safety training sessions as needed;

Investigates asbestos-related compensation claims by district employees;

Recommends changes in job procedures to eliminate asbestos safety hazards;

Informs member schools on matters regarding asbestos-related claims placed on the worker's compensation board calendar for hearing;

Maintains records to satisfy OSHA and Toxic Substances reporting requirements;

Reviews asbestos accident reports submitted by claimants;

Assists in the review of remodeling construction plans and specifications to eliminate potential asbestos removal and containment hazards;

Recommends action to be taken in cases of violation of asbestos safety rules and regulations;

Attends asbestos safety seminars, workshops, and training programs;

Reviews requests for asbestos protective safety equipment to determine whether they meet Federal and State standards and makes recommendations on new purchases;

Maintains liaison with individuals who are responsible for formulating asbestos safety legislation;

Acts as asbestos safety consultant to member schools;

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TYPICAL WORK ACTIVITIES (cont'd):

Forms asbestos safety committee and directs its activities;

Serves as the district representative on local and State government asbestos safety committee;

Implements regulations checking for unsafe work practices and ensuring compliance with prescribed regulations by regulatory, governmental bodies and other concerned groups in the areas of asbestos;

Conducts six month asbestos surveillance for each building in the district;

Informs member schools on matters requiring compliance with asbestos rules, laws and regulations and prepares reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of Federal, State and local laws, rules, and regulations pertaining to asbestos removal, containment, and worker safety and health practices; good knowledge of general worker safety principles, practices, and techniques; working knowledge of the rules and regulations of the New York State Worker's Compensation Board; ability to conduct asbestos investigations; ability to read and understand complex written directions; ability to establish and maintain an effective working relationship with employees and department heads at all levels of government; ability to speak effectively before large groups; ability to prepare and conduct asbestos training seminars; ability to organize, interpret and use forms, records, and documents required in the administration of Worker's Compensation, OSHA, and other State and Federal programs; willingness to make field investigations in an asbestos environment, during other than normal duty hours.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate Degree in engineering technology, construction technology, occupational safety, or a closely related field **AND** two (2) years of asbestos experience in building construction or inspection, which shall have involved responsibility for the administration, training and enforcement of job safety regulations; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of experience, as outlined in (A) above; **OR**
- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.