

OCCUPATIONAL HEALTH & SAFETY SPECIALIST

GENERAL RESPONSIBILITIES

Assist and maintain compliance with all federal, state and local requirements as determined by the Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA) and School Board Policies that pertain to asbestos, lead, radon, hazardous waste, water monitoring, respirator fit tests, and medical surveillance.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Conduct building inspections, surveillance inspections and prepare appropriate documentation to remain in compliance with EPA's, Asbestos Hazard Emergency Response Act (AHERA).
- Manage asbestos and lead removal project.
- Conduct asbestos inspections as needed for renovation and demolition projects.
- Conduct lead inspections as needed for renovation and demolition projects.
- Manage the Hazardous Waste Management Program.
- Conduct radon testing to remain in compliance with the Commonwealth of Virginia, Health Department requirements.
- Conduct water monitoring and investigations.
- Conduct respirator fit testing and maintain appropriate records.
- Monitor Medical Surveillance Program.
- Negotiate applicable contracts, bids and awards.
- Review reports, inspections, submittals, renovation documents, asbestos removal plans and coordinate changes with FP&C and/or A&E firms.
- Respond to hazardous materials spills.
- Attend professional continuing education classes to remain current in regulatory changes and maintain current appropriate licenses.
- Conduct Asbestos Awareness Training for all custodial and maintenance personnel.
- Conduct indoor air quality investigations.
- Coordinate mold removal when done by remediation companies.
- Respond to inquiries from school personnel.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the common practices, tools and terminology used to regarding asbestos; thorough knowledge of the hazards and safety precautions associated with the work; skill in the use of tools and equipment; ability to work from sketches, drawings, plans or specifications; ability to follow oral and written instructions; ability to estimate needed materials and time required for various jobs; ability to establish and maintain effective working relationships with associates; must be a self-starter and be able to perform their duties without direct supervision.

EDUCATION AND EXPERIENCE

Bachelor’s Degree in science or related field. Several current licenses preferred to include Asbestos Inspector and Asbestos Management Planner or must be eligible to obtain these licenses. Experience conducting indoor air quality investigations, Industrial Hygiene Asbestos and lead projects.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Some standing, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling and extensive walking and moderate lifting.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver’s license.

FLSA status: Exempt	Description: Rev. 10/08
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