

Asbestos Planner/Scheduler

Position Details

Class Code: 7735

Job Family: Skilled Trades/Technician

Classification: Support Professional

Terms of Employment: Pay Grade 57 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, determines asbestos abatement needs, schedules, and coordinates projects involving demolition, construction, renovation, maintenance, and repair to ensure compliance with specifications, codes, and ordinances.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Plans, schedules, coordinates, and estimates projects for asbestos response actions.
2. Consults with contractors, engineers, and/or factory representatives concerning work, materials, and equipment necessary to support work requirements.
3. Prepares drawings or sketches and cost estimates for asbestos related projects.
4. Initiates and schedules work orders for asbestos projects and coordinates with school activities, renovations, and maintenance schedules.
5. Consults with retrofit coordinator facility planners and asbestos supervisor on problems with projects and work orders.
6. Prepares and updates floor plans on computer-aided design (CAD) system for incorporation into school asbestos management plans showing areas where asbestos containing materials are located.
7. Checks plans, specifications, and work orders to determine asbestos extent or involvement for additions, renovations, and maintenance projects.

8. Corrects problems identified by in-house or agency inspection.
 9. Coordinates with asbestos inspection section for approval or rejection of completed work.
 10. Collects bulk samples of materials for asbestos analysis.
 11. May be required to wear respiratory protective equipment.
 12. Prepares reports and project schedules for distribution to division staff.
 13. Develops drawing, translates inspection data, work orders, and other construction documents to usable record drawings.
 14. Conforms to safety standards, as prescribed.
 15. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves estimating, planning, and scheduling of asbestos abatement work for Clark County School District buildings and other locations in support of Asbestos Hazard Emergency Response Act of 1986 (AHERA), retrofit, remodeling, and maintenance programs.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of computer use as it relates to the management of construction schedules, time estimates, and reports.
2. Knowledge of asbestos regulations, building codes, and state and local ordinances.
3. Knowledge of building construction and materials.
4. Knowledge of types of asbestos use and locations of asbestos containing materials in buildings.
5. Knowledge of a variety of building trades.
6. Knowledge of asbestos abatement procedures and techniques.
7. Ability to pass an Occupational Safety and Health Administrative (OSHA) physical examination for asbestos and respirator protection.
8. Ability to read and interpret construction documents including blueprints, drawings, and schedules.
9. Ability to develop, learn, and apply work procedures.
10. Ability to meet predetermined deadlines.
11. Ability to develop project timelines and cost estimates.
12. Ability to read and interpret written and/or oral instructions.

13. Ability to plan, schedule, and organize work.
 14. Ability to communicate clearly orally and in writing.
 15. Ability to concentrate on accuracy of details.
 16. Ability to exercise judgment as to when to act independently and when to refer to administrators.
 17. Ability to work flexible hours or shifts.
 18. Ability to work in confined areas.
 19. Ability to withstand heights and perform work safely.
 20. Ability to work cooperatively with employees and the public.
 21. Ability to recognize and report hazards, and apply safe work methods.
 22. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Five (5) years' experience in a building trade, as an asbestos inspector, construction/facility planner, construction estimator, or drafter with CAD experience.

Licenses and Certifications

1. Must pass an examination for Environmental Protection Agency (EPA) accreditation and state license as an AHERA Building Inspector within six (6) month probationary period (Accreditation and state license must be maintained for the duration of the assignment).
2. Must pass an OSHA physical examination for asbestos work and use of respiratory protection equipment prior to employment (Physical must be maintained for the duration of the assignment).
3. A valid driver's license that allows an applicant/employee to legally operate a motor vehicle in Nevada.
4. License must be maintained for the duration of the assignment.
5. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

Preferred Qualifications

1. Current EPA/AHERA accreditation as an inspector, management planner, or contractor/supervisor.
 2. Operation of CAD program.
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Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
 2. Copy of certificate for current accreditation, if applicable.
 3. Copy of current OSHA asbestos physical examination.
 4. A valid driver's license that allows an applicant/employee to legally operate a motor vehicle in Nevada.
 5. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles.
 6. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District facilities - offices, construction sites, existing buildings under renovation, mechanical equipment rooms, etc.

Work Environment

Strength

Medium - Exert force 30-100 lbs., frequently; 15-30 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, climbing, balancing, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conferences and computers, or over the telephone. Vision: Frequent near and far acuity; occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods. Exposure to extremes of heat and humid conditions, wet environments, with respirator and protective clothing with limited air circulation. Exposure to noise, fumes, chemicals, spray-glue, and encapsulate. The pace of the work is fast and greater than usual.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

District-issued/personal vehicle, computer assisted design/drawing (CAD/CADD) equipment including printers, plotters, input devices and CAD software, computer-based database management and word processing equipment; microfilm reader/printer, asbestos management plans, regulations and statutes, building blueprints and specifications, architects scale, engineers scale, scientific calculator, measuring devices, drafting equipment, and supplies, etc.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 10/15/21
- Created: 08/01/88