

ENVIRONMENTAL PROJECT MONITOR SUPERVISOR

Position Details

Class Code: 2119

Job Family: Business and Finance

Classification: Support Professional

Terms of Employment: Pay Grade 58 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, inspects all Clark County School District buildings, asbestos projects, and lead remediation to ensure compliance with plans, specifications, and building codes while maintaining documentation to meet/comply with Asbestos Hazard Emergency Response Act (AHERA) and Environmental Protection Agency (EPA) guidelines.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented as needed to maintain compliance with AHERA and Environmental Protection Agency (EPA).

1. Helps direct the personnel and the general daily operations of the asbestos abatement inspection office.
2. Reviews the work of environmental project monitors and other assigned staff for conformance to asbestos management standards and execution of contractual responsibilities; provides guidance/direction to ensure management consistency and accuracy of similar projects.
3. Trains assigned environmental project monitors in District construction management policies, procedures, and practices.

4. Assigns environmental project monitors to asbestos abatement and lead remediation projects and conducts follow-up inspections to ensure compliance with plans, specifications, and applicable state and local building codes, ordinances, and regulations.
5. Serves as liaison between planning, construction, maintenance, schools, and contractors.
6. Reviews project scope, design submittals, and construction estimates for constructability, conformance to budgets, and schedules.
7. Arranges site surveys and environmental studies and provides them to the Architect/Design Team.
8. Assists with bid advertisements, analyzes qualification packages of potential bidders, recommends approval/disapproval; conducts and documents pre-bid conferences and bid openings; investigates and recommends approval/rejection of bid protests.
9. Conducts site inspections and documents findings; ensures quality of workmanship and compliance with contractual plans and specifications; submits status reports to senior management personnel.
10. Analyzes request for information (RFI) and change order request (COR) to determine cost and time impacts.
11. Reviews and provides language for contractual documents, such as supplementary and special conditions for asbestos abatement and lead remediation.
12. Analyses contractor schedules; approves and processes pay applications and invoices, and schedules of values in relation to status of work in progress.
13. Ensures code compliance reviews/inspections are conducted throughout all phases of asbestos abatement.
14. Responsible for the safe handling and disposal of hazardous waste materials.
15. Establish testing criteria for laboratory analyses and final clean-up activities necessary for issuance of final clearance.
16. Coordinates site visits for data collection in support of asbestos abatement, lead remediation, construction, additions, alterations and rehabilitation work.
17. Coordinates with other District departments, school staff, architects, contractors, utilities, and government entities, as required, regarding design construction activities, lead remediation and asbestos abatement activities.
18. Represents the District at all construction sites working with contractors, architects, public utilities, other governmental agencies and the public.
19. Coordinates, supervises, and directs contractor's crews for safe and monitored school site access for the duration of the contract.

20. Prepares all construction reports from inspectors', architects', and contractors' reports and notes.
 21. Monitors and coordinates all warranty and guarantee dates.
 22. Submits data to assist Capital Program Office in maintaining accurate as-build records and update record drawings for inclusion to Asbestos Management Plans.
 23. Wears personal protective equipment, including respiratory protection.
 24. Conforms to safety standards, as prescribed.
 25. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves estimating, planning, and scheduling inspections of asbestos abatement and lead remediation projects at all sites in support of retrofit, remodeling, and maintenance to ensure compliance with AHERA.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of AHERA program, building codes, state and local ordinances.
2. Knowledge of EPA 40 Code of Federal Regulations (CFR), Occupational Safety and Health Administration (OSHA) 29 CFR, and National Emissions Standards for Hazardous Air Pollutants (NESHAP) to ensure compliance and proper documentation.
3. Knowledge of asbestos abatement policies and procedures.
4. Knowledge of the EPA's Lead-Based Paint renovation, repair and painting program (RRP) and special provisions applicable to schools.
5. Knowledge of various business specific software packages (i.e., Microsoft Office 2013, Adobe Acrobat, email, etc.).
6. Ability to read, interpret, and check plans and specifications.
7. Ability to develop, learn, and apply procedures.
8. Ability to meet predetermined deadlines.
9. Ability to read and interpret written and/or oral instructions.
10. Ability to plan and organize work, as well as properly document all work, as directed.
11. Ability to wear respiratory protection, protective clothing and work in hot environments.
12. Ability to pass an OSHA-type physical examination.

13. Ability to work flexible hours and shifts, including ability to respond to emergencies, as needed.
 14. Ability to work in confined areas (i.e., tunnels, crawl spaces, etc.).
 15. Ability to withstand heights and perform work safely.
 16. Ability to work cooperatively with employees, contractors/vendors, and the public.
 17. Ability to recognize and report hazards, and apply safe work methods.
 18. Ability to exercise judgment on when to act independently and when to refer situations to an administrator.
 19. 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 Education Development (GED), foreign equivalency, etc.).
2. Five (5) years experience as an asbestos inspector, asbestos planner, and/or asbestos project designer.
3. Two (2) years experience as a licensed asbestos project monitor/consultant or currently employed as an accredited asbestos supervisor.
4. Must pass OSHA physical examination for asbestos work and be properly fit tested for use of respirator protection equipment prior to employment. Must be maintained for the duration of the assignment.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. 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.
3. Nevada asbestos supervisor's license and consultant license for building inspection and project monitoring. License must be maintained for the duration of the assignment.
4. Copy of current Asbestos Licenses as issued by Nevada Department of Business and Industry (DEISH).

5. EPA – RRP License or EPA – Lead Risk Assessor license. If license is not in possession at time of application or QSP request, it must be obtained within six (6) months of hire into position.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. High school transcripts or other equivalent (i.e., GED, foreign equivalency, etc.).
 2. Copy of current OHSA asbestos physical examination.
 3. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 4. Current copy of driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicle.
 5. Current copy of asbestos supervisor's and consultant license.
 6. Copy of current Asbestos Licenses as issued by Nevada Department of Business and Industry (DEISH).
 7. EPA – RPR license or EPA – Lead Risk Assessor license, if applicable.
 8. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District facilities in offices, construction sites, existing buildings under renovation, mechanical rooms, etc., abating asbestos containing materials (ACM) on piping, pressure vessels, ducts, structural steel, and other building components.

Work Environment

Strength

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

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone.

Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screens or other monitoring devices.

Environmental Conditions

Exposed 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 encapsulating agents/compounds. 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 vehicles, hand tools, power tools for demolition work, hand and power floor scraper, high-efficiency particulate air (HEPA) vacuum, negative air machine, glove bags, respirators and protective clothing, ladders, 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: 04/23/21
- Created: 03/16/15