



PERSONNEL COMMISSION

Class Code: 3304
Salary Range: 31 (C2)

ENVIRONMENTAL HEALTH AND SAFETY TECHNICIAN

JOB SUMMARY

Under general supervision, to physically monitor, control, contain, treat or remove hazardous materials or chemicals; to repair and maintain physical plant structures or appurtenances of school related buildings and grounds; and to do related work as required.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks routinely performed in this classification.

- Put on, wear, and maintain appropriate protective clothing. **E**
- Repair, remove and dispose of, or encapsulate, insulation and building materials containing asbestos in or on such items as piping systems, boilers, tanks, floor coverings, equipment, etc. **E**
- Inspect sites, buildings, installed systems, or equipment to check the condition of asbestos containing materials and/or the condition or appropriateness of storage of chemical or hazardous materials. **E**
- Write and submit reports on hazardous chemicals and materials including such things as asbestos containing building materials, quantities, nature of materials, storage and handling needs, purpose of the presence of such items, locations, scope of any related project, time frames involved, status; provide reports to general contractors and District employees working on site reconstruction projects. **E**
- Repair asbestos that has become friable. **E**
- Take samples of materials for bulk and/or analytical analysis. **E**
- Pick up materials and deliver samples as necessary to laboratories for analysis. **E**
- Pick up, transport, store and account for hazardous chemicals or materials. **E**
- Inspect asbestos files at each site to ensure compliance with the Asbestos Hazard Emergency Response Act (AHERA). **E**
- Review all chemicals and materials for potential health hazards; provide alternate sources for less hazardous chemicals and materials. **E**
- Investigate chemical pick up requests at various sites and provide prompt follow up. **E**
- Accompany hazardous material pick-ups with approved disposal companies. **E**
- Verify, complete, and sign off on hazardous materials manifests. **E**
- Perform routine maintenance and repair on doors, windows, or similar devices, including knobs, hinges, closures, strike plates, panic bars, plumbing fixtures, etc. **E**
- Operate a wide variety of hand and power tools. **E**

- Inspect building sites to check and test for lead content in paint; take remedial action to contain exposure or encapsulate area if hazardous contaminants are identified. *E*
- Load trucks with materials and equipment, deliver and unload such materials and equipment at designated destination. *E*
- Maintain inventory of supplies, tools, and equipment. *E*
- Update and maintain required records of work performed. *E*
- Operate a District vehicle. *E*
- Schedule and plan assigned tasks. *E*
- Requisition supplies, parts and labor needs. *E*
- Monitor underground storage tank requirements, comply with South Coast Air Quality Management District rules and regulations, including the filing of required documentation. *E*
- Monitor, update and file Community Right To Know Business Plans, including the National Fire Protection Association (NFPA) 704 Standard System Diamonds which are also at entrances to buildings and other locations where hazardous materials are stored and used. *E*
- Collect, separate, lab pack, and/or bulk compatible hazardous materials and waste for disposal; prepare documents/forms required for disposal; locate acceptable disposal site and deliver upon knowledge or acceptance. *E*
- Use acceptable waste stream minimization practices to reduce the amount of materials requiring disposal. *E*
- Contain hazardous chemicals or materials using acceptable hazardous spill containment procedures. *E*
- Respond to emergency call out at a District site to identify, contain and clean up hazardous waste or hazardous materials spills or accidents or exposure. *E*
- Conduct in-service training on Employee Right-to-Know laws provided for by Proposition 65. *E*
- Train employees on the proper handling of pesticides and disinfectants, fire extinguisher, first aid, storage and packaging of waste, etc. *E*
- Operate a personal computer terminal to provide the tracking and documentation for work performed and the tracking of hazardous materials and waste. *E*
- May operate a registered vehicle to transport hazardous waste to an approved disposal site. *E*
- Attend mandated training on health and safety subjects to keep abreast of changes in technology and environmental conditions and for certification to conduct tests and inspections at District sites. *E*

Note: At the end of some of the duty statements there is an italicized E, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class are involved in the removal and encapsulation of friable asbestos containing materials on such items as installed piping, ceilings, walls, doors, and the

removal and decontamination of door hardware, including such items as door knobs, locks, panic bars, kick plates, hinges, etc. Hazardous chemicals and materials are used in school laboratories such as chemistry, biology and industrial arts, and in units of the Business Branch such as operations, maintenance and purchasing. Incumbents in this class will work with the control, handling transportation and disposal of such items as paints, solvents, pesticides, acids, fertilizers, preservatives, germicides, disinfectants, laboratory packs, etc. from District sites to the maintenance yard. An individual's personal health, wellness, and the ability to wear and use the required safety equipment and protective clothing are of major importance in this class.

Incumbents must exercise sound judgement in assessing the potential danger and harm to students, school employees and the public at a District site. They determine what abatement procedures and remedial action to take and, if necessary, they are authorized to take immediate action that may include closing an office, classrooms or a greater area to protect everyone's health and safety.

EMPLOYMENT STANDARDS

Knowledge of:

Proper methods, common materials, tools and equipment used in a variety of building maintenance trades and other maintenance related areas.

Safety practices and regulations pertaining to asbestos abatement, insulation repair and the handling of hazardous materials include knowledge of the difference between hazardous material versus a toxic material.

Rules and regulations of CAL-/EPA-OSHA relating to building trades, maintenance, hazardous materials handling, etc.

Proposition 65, Employee Right-to-Know laws.

Hazardous Communication Information for Employees Handling Pesticides.

Computer operating systems relative to word processing and hazardous materials tracking software, such as WordPerfect, Lotus 123, Quarto, etc.

Ability to:

Wear a negative pressure respirator.

Provide in-service training for both classified and certificated employees in the proper handling of various chemical substances used in the district including such items as solvents, paints, acids, fertilizers, preservatives, germicides, pesticides, disinfectants, etc.

Monitor hazardous chemicals and materials used.

Set up and maintain records.

Operate a district vehicle observing legal and defensive driving practices.

Operate personal computer and computer terminal equipment.

Identify and use proper hand tools, test devices, machinery or equipment necessary in hazardous material control and repair work.

Understand and carry out oral and written instructions.
Establish and maintain effective relationships with those contacted in the course of work.
Perform a variety of general building maintenance work involving hazardous materials.
Interpret and work from blue prints or sketches.
Provide simple estimates of cost, labor and material requirements for projects.

Education and Training:

Satisfactory completion of two years of college or university including science courses in such subjects as biology, environment, chemistry, physics, health services, or related subject matter is required.

A certificate signifying satisfactory completion of an EPA approved Model Accreditation Plan Course for Contractors/Supervisors is desirable.

Formal training in the handling or working with a wide variety of hazardous materials or chemicals, preferably resulting in certificates of completion or licenses validating such training including pest control applications, is desirable.

Experience:

At least four years performing hazardous material handling work at the level described in this specification, or higher, and involving the actual skilled maintenance of buildings, grounds and related appurtenances are required.

An additional two years of similar or closely related work experience may substitute for the required two years of college or university course work.

Any other combination of training and/or experience which demonstrates that an applicant is likely to possess the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Possession of valid a California Class C Driver's License at the time of appointment. Some positions in this class may require a hazardous materials endorsement at the time of appointment.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

At the time of appointment, successfully pass an asbestos medical examination at district expense in compliance with the General Industry Safety Orders, Section 5208, Title 8 of the California Administrative Code. Failure to meet the requirement for a satisfactory physical will result in withdrawal of the offer of employment.

Be, and remain, clean shaven and a non-smoker while in this classification, (necessitated by requirement to have protective clothing worn safely, and because of the demonstrated hazards caused by smokers who work with hazardous materials.)

Under Federal law those individuals required to possess a hazardous materials endorsement shall be subject to alcohol and controlled substance pre-employment testing.

Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

WORKING ENVIRONMENT

Inclement weather or adverse conditions; subject to emergency call out.

PHYSICAL DEMANDS

Strength; heavy work, lifting, carrying and/or pushing 100 pounds or more with frequent lifting and/or carrying of objects weighing up to 70 pounds. (i.e., walk or crawl in tight spaces, under buildings, encounter dust, hazardous liquids, vapors, odors, etc.)

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.