

**GRANITE SCHOOL DISTRICT  
CLASSIFIED EMPLOYEE JOB DESCRIPTION**

**Job Title:** Compliance Specialist  
**Supervisor's Title:** Compliance Coordinator  
**Date Prepared:** 5/99 **Date Reviewed:** \_\_\_\_\_ **Date Reviewed:** \_\_\_\_\_  
**Employee/Incumbent Review** \_\_\_\_\_ **Immediate Supervisor Review** \_\_\_\_\_  
**Dpt Apprvl** \_\_\_\_\_ **GCEA Review** \_\_\_\_\_ **HR Apprvl** \_\_\_\_\_ **Supt. Apprvl** \_\_\_\_\_  
**Job Location:** Maintenance Services **Lane** \_\_\_\_\_  
**Implementation Date:** \_\_\_\_\_ **ADA Review** \_\_\_\_\_

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**JOB SUMMARY**

Monitors and participates in the inspection, surveillance, reinspection, encapsulation, enclosure, clean-up and/or removal of asbestos containing materials. Repairs and replaces thermal system insulation as needed. Interprets, implements and updates OSHA required safety and health programs. Ensures that applicable EPA regulations and procedures are followed. Inspects and makes recommendations concerning health and safety for district facilities and grounds. Designs and writes bid specifications on contracted projects.

**ESSENTIAL FUNCTIONS**

- Assists in the development of management plan for safe and healthy environment in district buildings, school facilities and grounds through proper sampling, analysis, and assessment.
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- Updates and records asbestos related actions as assigned.
- Conducts building surveillance every six months and reinspections every three years.
- Supervises and participates with the abatement crew (outside contractor) in accordance with government regulations and proper procedures.
- Performs field work which includes posting warning labels, removing and disposing of all forms of asbestos (small, glove-bag removal to full scale long duration projects). Performs clean-up procedures for asbestos containment material (ACM), enclosing or encapsulating of all types of asbestos, taking bulk and/or air samples, repairing and reinsulating pipes and boilers, etc. Ensures that ACM is confined to work enclosure. Closely monitors and inspects work of outside contractors on asbestos removal projects as assigned.
- Writes specifications related to EPA, and OSHA, safety, and health issues. Responsible

for correcting EPA and OSHA notices of non-compliance including field work, verbal and written communication with regulators. Performs hazard assessments inspections at district and school facilities.

- Educates, trains, and communicates hazards in the work place to teachers, administrators and other district personnel as needed. Uses environmental monitoring equipment such as multi gas meters, noise level meters and others and must be able to interpret test results. Identifies hazardous materials/chemicals and determines proper storage and disposal.

### **NON-ESSENTIAL FUNCTIONS**

Occasional duties as assigned (within skill level).

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITY**

Requires knowledge of building construction, sketching, reading blueprints and floor plans. Requires a thorough knowledge of Federal and State regulations regarding asbestos. Requires skill in using an HEPA vacuum, various respirators (including half face, negative pressure and powered air purifying respirators), disposable coveralls, air sampling pump, air supplied breathing air pump, porta shower system, hand tools, small power tools, instruments, ladders scaffolds and other equipment related to inspection, monitoring and removal of asbestos containing material. A basic knowledge of industrial hygiene standards is needed to adequately assess risks. Needs skill in verbal and written communication and interpersonal relations in dealing with school and district personnel and patrons and outside contractors. Must be able to organize projects and people. Needs ability to keep detailed records as necessary.

### **REQUIRED EDUCATION AND TRAINING**

High School diploma or equivalent with competence in oral and written communication, math and interpersonal relations. Must have successfully completed two additional years of formal training in a major trade. Must successfully complete EPA courses for Asbestos Inspector, Management Planner, Contractor Supervisor, Project Designer, Lead Inspector and Lead Risk Assessor and complete two year supervised and monitored work period to become licensed by the State for Asbestos Inspector, Management Planner, Contractor Supervisor, Project Designer, Lead Inspector and Lead Risk Assessor. Must complete a 40 hour Hazardous Waste Operations and Emergency Response Certificate. Must be recertified as necessary for each area.

### **REQUIRED PRIOR WORK EXPERIENCE**

Must have completed four years of carefully monitored apprenticeship in major trade. Prior experience with OSHA and EPA will be a consideration in the selection process.

**Note:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

## **DECISION MAKING**

Makes numerous inspection decisions judging quality of workmanship and materials and extent to which projects meet approved and preset standards. Personal, worker and building occupant safety is a direct responsibility of this position. Accountable for adherence to federal, state and district safety standards and asbestos regulations. Identifies unsafe practices and recommends corrections. Has the authority to recommend building closure due to unsafe conditions. Acts independently within broad, preset guidelines.

## **SUPERVISION**

May supervise district employees assigned to compliance related projects. Closely monitors the work of outside contractors. Ensures adequate planning and coordination of activities for those personnel assigned to contractor's jurisdiction.

## **WORKING CONDITIONS**

Concern for safety of workers and school personnel creates pressures and stress. Must see that projects are on time and within cost estimates and budgets. Requires office and field work. District emergencies may require irregular hours. Must pass a thorough physical examination to ensure ability to wear and work in respirator and protective clothing. Must inspect abatement work in confined tunnels and areas encased in plastic sheeting. Must endure heat, dust, moisture, fumes, etc. and requires wearing protective clothing and a respirator.

## **PHYSICAL DEMANDS**

There is occasional work with heavy weight material, but generally not exceeding 100 lbs.