



POSITION DESCRIPTION

JOB TITLE: Environmental Health Inspector Job Class: 4158		
DATE	DEPARTMENT OR SCHOOL Facilities & Maintenance	DIVISION
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Under the direction of the Certified Industrial Hygienist, performs inspections, tests, evaluations and monitors environmental concerns of MPS.</p>		

Major Duties & Responsibilities: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Inspect Facilities and maintenance Services facilities for asbestos containing materials in order to comply with AHERA regulations.
2. Inspect Facilities & Maintenance Services facilities and worker locations for overexposure to fumes, dust, gases, vapors, vibration, radiation and noise.
3. Inspect for city, state and federal violations in such areas as toxic and hazardous substances, water supply, sewerage waste disposal, incinerator effluent, noise, asbestos, underground storage tanks, electrical transformers etc.
4. Conduct technical field investigations for environmental quality and work workers health and safety with the use of specialized technical equipment.
5. Monitor safe work practices of outside contractors used to abate or remove hazardous materials (i.e., asbestos, U.S.T., PCB).
6. Trained in the removal of asbestos containing materials and assist when needed.
7. Investigate all environmental complaints received from MPS administrative staff, teachers and parents.
8. Investigate proper use of pesticide application by MPS staff.
9. Perform training for respirator use and other personal protective devices.
10. Maintain in good condition equipment used for sampling, monitoring and personal protective devices.

11. Prepare technical reports and maintain statistical records on investigations.
12. Actively supports the MPS Strategic Plan.
13. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Hazardous Material Supervisor/Certified Industrial Hygienist

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Laborers, Utility Workers and other Craft Trades workers as assigned.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Bachelors Degree from an accredited college or university preferably in the field of Science.
Valid Wisconsin driver's license and a property insured vehicle.
Must obtain AHERA certification within one year of appointment.

Experience Requirements

Minimum of four years related experience with a construction oriented firm. Two years in a supervisory position. Minimum of six years experience in the coordination, dispatch and supervision of multiple craft construction projects at various locations simultaneously.

Any combination of education and experience which provides the necessary knowledge, skills and abilities.

Work experience may be substituted for education requirement.

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Must be able to wear a self contained breathing apparatus. Ability to climb and work at heights or in tunneled and confined spaces. Work in dusty odorous and noisy environments and operate complex testing equipment.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF

ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.