



**POSITION DESCRIPTION**

<b>JOB TITLE: Environmental Technician</b>	
Job Class:	
<b>DATE</b>	Office of the Chief Operations Officer  Facilities and Maintenance
<b>BARGAINING UNIT:</b>	<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
<b>Pay Schedule:</b> <b>Pay Range:</b>	<b>Management Approval:</b>
<b>POSITION SUMMARY and PURPOSE:</b> Under the direction of the Hazardous Materials Inspector, the position will perform inspections, tests and evaluations and issue reports regarding environmental activities.	

**ESSENTIAL FUNCTIONS:** 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. Inspects all Milwaukee Public Schools' (MPS) facilities for asbestos containing materials in a recurring three-year cycle to comply with AHERA (Asbestos Hazard Emergency Response Act) regulations.
2. Inspects MPS facilities for lead-based paint and other physical hazards.
3. Monitors the safe work practices of outside contractors used to abate or remove hazardous or regulated materials.
4. Conducts technical field investigations for environmental quality and for workers' health and safety with the use of specialized technical equipment.
5. Conducts training for MPS staff in removal of asbestos containing materials. Conducts training for respirator use and other personal protective devices.
6. Maintains equipment used for sampling, monitoring and personal protection.
7. Prepares technical reports and maintains chronological and statistical records on inspections and investigations.
8. Assists in the development and implementation of environmental specifications.
9. Actively supports the MPS Strategic Plan.
10. Performs other duties as assigned.

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

General supervision provided by the department supervisor.

**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.

Must be able to coordinate the work of laborers or other craft trades 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.)

Requires a bachelor's degree in chemistry, physical science, environmental health, engineering or a related field from an accredited college or university.

**Experience Requirements**

One to three years of experience conducting asbestos inspections. Construction experience and an understanding of building systems are desired.

**Knowledge, Skills, and Abilities**

Effective oral and written communications skills. The ability to read and interpret technical specifications and construction drawings. An understanding of the requirements for handling hazardous materials is required. Must be able to understand and communicate technical and legal information in a concise manner. Must have an understanding of MS Office software.

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

Changing environment, school buildings, maintenance facilities and general office.  
*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.

Frequent travel between locations in the city of Milwaukee. Frequent standing and walking. Must be able to lift up to 50 lbs. Must be able to work in confined spaces, dusty and odorous environments, a lot of noise. Must be able to discern colors.

**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.**