

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

ASBESTOS PROGRAM MANAGER

DEFINITION:

Under direction, to plan, develop, organize, coordinate and direct a City-wide Asbestos Management Program; to oversee, through subordinate supervisors, the implementation of a wide variety of abatement and containment programs; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Develops and implements asbestos abatement policies and procedures;
- Ensures City compliance with State, Federal and local regulations regarding the management, abatement and disposal of asbestos;
- Reviews changes in asbestos legislation to determine its impact on City operations;
- Coordinates the screening of City facilities for asbestos;
- Oversees the development and modification of individual building asbestos management plans;
- Coordinates the retention of data regarding asbestos management and abatement activity;
- Supervises the medical surveillance program designed to monitor the health history of employees exposed to asbestos;
- Develops and coordinates City-wide asbestos training programs;
- Prepares budget and staffing reports;
- Supervises the collection and organization of operational data related to the City's cost-recovery suit against asbestos manufacturers;
- Coordinates emergency responses to asbestos exposure;
- Selects, trains and rates the performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

College graduation with a Bachelor's Degree, **AND** three years experience in the investigation, inspection and control of asbestos contained materials in the work place, including one year of experience in the administration and implementation of an asbestos management program.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.