

Position:	Environmental Control
Term:	12 Months
Classification:	Classified/Non-Exempt
Location:	District Wide
Qualifications:	High School Diploma or equivalent (GED) is required per current Current Missouri asbestos certification regulations
Supervisory:	No
Reports to:	Director of Facilities

General Expectations:

- Supports the mission of Joplin Schools.
- Supports the value of education.
- Complies with the privacy rights of students.
- Safeguards confidential and/or sensitive information.
- Communicates effectively with all the members of the school district and community.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities conform to district and state guidelines.
- Maintain an effective working relationship with other District employees.

Essential Functions:

- Institute all aspects of the Asbestos Program which includes but is not limited to the following:
 - Inspections
 - Management plan
 - Bulk sampling
 - Air sampling
 - Project designs
 - Maintenance
 - Removal
 - Disposal
 - Repair and cleaning
 - Containments
 - Enclosures
 - Documentation
 - Federal and State notifications

- Insulate boilers, thermal systems, walls, ceilings, attics, etc.
- Assist in the work and implementation of all environmental issues and programs, which include the following:
 - Hazardous Chemicals (Right-to-know-law)
 - Lead
 - Radon
 - Underground Storage Tanks
 - Indoor Air Quality
 - Mold Remediation
- Light welding of all kinds.
- Changing of all air filters in roof top units, air circulation systems, and window air conditioners.
- Cleaning of A/C evaporating coils and condensate pans on all A/C units.
- Items five and six above, fall under Indoor Air Quality. This will require working cooperatively with the heating, air, and refrigeration department. Record keeping is required.
- Performs yearly and periodic checks for gas leaks throughout all buildings, record keeping is required.
- Performs clean-up of minor environmental related issues.
- Assist skilled craft and work crews as instructed on various work projects.
- Carbon Dioxide testing and record keeping as instructed.
- Pick up/deliver/transport/move materials, furniture, and equipment as directed.
- General labor and general maintenance duties as required.
- Custodial tasks as directed.
- Snow removal.
- Fill in as a substitute bus driver as directed on AM/PM bus routes.
- Carry out all other duties as assigned.

Physical Demands

The employee duties require heavy lifting and manual labor duties.

Attendance

Regular and consistent attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

While performing the duties of this job the employee regularly works indoors and outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals. The noise level of the work environment is usually moderate but can occasionally be loud.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

