

## **CLASS SPECIFICATION**

### **SAN DIEGO CITY CIVIL SERVICE COMMISSION**

#### **ENVIRONMENTAL HEALTH MANAGER – 1119**

NOTE: formerly Asbestos Program Manager

#### **DEFINITION:**

Under direction, to plan, develop, organize, coordinate, and direct environmental health and safety programs related to maintaining City facilities, private residential properties, and childhood lead poisoning prevention; 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 and lead abatement policies and procedures;
- Ensures City compliance with State, Federal, and local regulations regarding the management, abatement, and disposal of asbestos and lead containing materials;
- Reviews changes in asbestos and lead legislation to determine its impact on City operations;
- Coordinates the screening of City facilities for asbestos and lead;
- Oversees the development and modification of individual building asbestos and lead management plans;
- Coordinates the retention of data regarding asbestos and lead management and abatement activity;
- Supervises the medical surveillance program designed to monitor the health history of employees working with asbestos and lead;
- Develops and coordinates Citywide asbestos and lead training programs;
- Prepares budget and staffing reports;
- Applies for and oversees the administration of grants to remediate lead-based paint and other health and safety hazards and/or meet other program objectives;
- Develops and oversees the administration of programs funded by lawsuits, permit fees, or other funding sources to meet program objectives;
- Coordinates emergency responses to asbestos, lead, and mold disturbances;
- 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 Description for updated minimum qualifications. <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- \* **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.

Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter); **AND** three years of full-time professional experience in one or more of the following areas: administering an asbestos and lead management program; performing investigation, inspection, and control of asbestos, lead, and/or mold containing materials in the workplace; designing asbestos, lead, and mold abatement projects which include preparing reports, recommendations for mitigation measures, and developing specifications for abatement work; and lead hazard enforcement. Possession of a valid California Class C Driver's License may be required.