

Introduced by: Mayor  
Date: November 17, 1987  
Vote: 15 Yes, 1 No  
Action: Adopted

KENAI PENINSULA BOROUGH  
RESOLUTION 87-108

DELETING THE POSITION OF PLUMBER/GENERAL MAINTENANCE AND ESTABLISHING THE POSITION OF HAZARDOUS MATERIALS COORDINATOR.

WHEREAS, the Maintenance Department has a vacant Plumber/General Maintenance position; and

WHEREAS, adequate plumbing and general maintenance skills currently exist in the department; and

WHEREAS, ever increasing laws, regulations, and work dealing with hazardous materials has created the requirement for a Hazardous Materials Coordinator; and

WHEREAS, the pay ranges of both positions are range 0 and no additional costs or fiscal appropriations will be necessary;

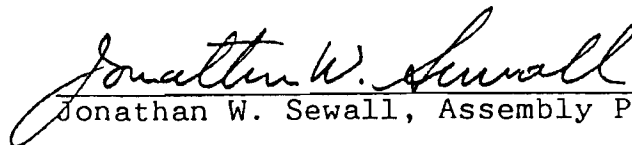
NOW THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

Section 1. That the position of Plumber/General Maintenance is deleted and the position of Hazardous Materials Coordinator is established.

Section 2. That the attached job description for the Hazardous Materials Coordinator is approved and incorporated by reference.

Section 3. That this resolution takes effect immediately upon its adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS  
17th DAY OF November, 1987.

  
Jonathan W. Sewall, Assembly President

ATTEST:

  
Borough Clerk

Position Description: Hazardous Materials Coordinator

Service Type: Classified - Range 0

Definition: Under the general direction and supervision of the Director of Maintenance or his designee, the Hazardous Materials Coordinator removes and repairs asbestos and other hazardous materials and coordinates the activities of personnel engaged in hazardous materials work. Assists in the department's contract compliance activities and safety programs.

Minimum Qualifications: High school diploma or GED; two years experience in industrial hygiene/safety work; two years experience with asbestos abatement work; and four years experience in maintenance or construction of various types of commercial/public buildings and grounds. This position requires a valid, unrestricted Alaska driver's license and State of Alaska Asbestos Certification.

Responsibilities:

1. Perform skilled work in the repair and removal of asbestos and other hazardous materials relative to borough facilities and schools. Works within the guidelines of the asbestos management plan.
2. Coordinates activities of maintenance personnel with asbestos abatement certification on borough job sites.
3. Inspects buildings, grounds, underground fuel tanks, and other borough property.
4. Coordinates with Alaska Department of Labor and DEC on abatement projects and necessary paperwork. Stays abreast of relevant laws and regulations.
5. Coordinates maintenance personnel physicals when required. Maintains medical files and records.
6. At request of General Maintenance Foremen, provides training and safety programs for all maintenance employees.
7. Coordinates the purchasing of equipment for hazardous materials crews through the Foremen and Maintenance Purchasing Coordinator.
8. Coordinates, prepares and assists with maintenance contracts under supervision of Contract Administrator.
9. Performs contract inspections as required.
10. Cleans up after each project. Leaves areas, job sites and vehicles clean and safe.
11. Other related duties as assigned.