

JOB DESCRIPTION

POSITION TITLE: Assistant Director, Indoor Environmental Quality	JOB CODE: 455B
DIVISION: Operational Support	SALARY SCHEDULE: Prof/Supervisory Support Annual
DEPARTMENT: Maintenance Services	WORK DAYS: 238
REPORTS TO: Executive Director of Maintenance	PAY GRADE: Rank C (NK03)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Assists the Executive Director of Maintenance in all matters relating to the area of Indoor Environmental Quality (IEQ) and Custodial support in the school system.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree in related field or its equivalency required (2 years of similar work level experience = 1 year of college) combination of experience and education may be used to meet the degree requirement
2.	Certification/License Required: Valid Georgia driver's license; Georgia Asbestos abatement
3.	Experience: 5 years of experience associated with indoor environmental quality issues including drafting, evaluating, and managing outside contracts. Should have at least 2 years of supervision experience in a major school system environment
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; ability to direct and appraise the indoor environmental quality of school system facilities; high degree of technical competence in building maintenance principles and management; ability to supervise skilled trade technicians; ability to communicate with others in all forms of media in a tactful manner; strong scheduling, organization, and budgeting skills; ability to maintain a parts inventory for specific science; ability to maintain a parts inventory for suspect trade areas; and the ability to manage outside contracts and contractors

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Provides direct supervision and assistance to IEQ Technicians and other staff.
3.	Maintains and updates District Asbestos Management Plans.
4.	Conducts on-site inspections of asbestos contractors removing asbestos from District facilities.
5.	Supervises and conducts periodic on-site inspections and testing for asbestos building materials and indoor environmental quality in District facilities.
6.	Coordinates with consultants working with SPLOST Asbestos Projects; reviews and approves pay requests.
7.	Communicates and provides assistance to CCSD Administration and local schools about Indoor Environmental Quality issues. Compiles detailed inspection reports with conclusions and recommendations for IEQ complaints.
8.	Creates IEQ specifications for IEQ Consultant Building Investigations.
9.	Coordinates IEQ Technicians in creating IEQ building profiles; conducts IEQ complaint surveys, cleanups, and area disinfections.
10.	Coordinates inventory, bidding, and removal of chemicals from schools.
11.	Assists/advises and manages budgetary matters pertaining to IEQ, Custodial support and supplies, and contracted Custodial services.
12.	Develops and administers training program for District's custodial employees.

13.	Develops and maintains contracts for contracted custodial; monitors and assigns usage of contracted custodial services.
14.	Develops and maintains contracts for pest control services; monitors pest control contractors to ensure timely completion of work orders.
15.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____