

Designated Asbestos Coordinator - Job Description

4108

1. Responsible for the required annual training of all maintenance and custodial staff. (AHERA Forms #7 and #16).
2. Responsible for doing the required inspection/surveillance of the school building every six months. (AHERA Form #9)
3. Responsible for reviewing and signing the mandated work authorization form each time an outside contractor works in the school. (AHERA Form #14) this may require a physical inspection of the work site to ensure compliance with AHERA regulations.
4. Responsible through the Superintendent of Schools for the school's general compliance with all AHERA regulations, updating the school's asbestos management plan as may be necessary, keeping current with federal and state asbestos mandates, and advising the Superintendent promptly of any changes needed in asbestos management practices and policies.
5. Responsible for arranging the 3 year reinspection of the school.
6. Responsible for annually notifying parents and the public of the school's asbestos management plan.
7. The principal or building custodian will immediately notify the Designated Asbestos Coordinator of any "asbestos incident" in which asbestos may have been released into the school. The Designated Asbestos Coordinator will respond immediately to any "asbestos incident: and will be responsible for instituting appropriate counter-measures. The Superintendent of Schools will be notified immediately by the principal and Designated Asbestos Coordinator of any "asbestos incident" whether real or suspected.
8. The Designated Asbestos Coordinator must be certified by appropriate state agencies (Department of Environmental Protection). The Coordinator reports to the Superintendent and must be appointed annually by the school committee. Superintendent may terminate the Coordinator's employment upon two weeks written notice.

Adopted: Blue Hill School Committee - March 8, 1995
Brooksville School Committee - March 6, 1995
Castine School Committee - March 7, 1995
Penobscot School Committee - March 13, 1995