

**Position Purpose:** Describe the primary purpose of this position and how it contributes to the organization's objectives. Example: *Provides clerical and office support within the Division to ensure its operations are conducted efficiently and effectively.*

This position oversees the following programs: the Right-to-Know Program for the Commonwealth under the Governor's jurisdiction; the Accident and Illness Prevention Program as the Departmental Safety Coordinator; the Fire Safety Program for DGS managed facilities; and the hazardous substance programs for the Maintenance Management Division. Serves as a member of the Governor's Green Council by developing ideas and identifying products that are environmentally friendly. Serves as a liaison with the Bureau of Construction for fire safety improvement projects. Responsible for managing the DGS Safety Committee.

**Description of Duties:** Describe in detail the duties and responsibilities assigned to this position. Descriptions should include the major end result of the task. Example: *Types correspondence, reports, and other various documents from handwritten drafts for review and signature of the supervisor.*

Oversees the management of the Worker Right-to-Know Program under the Governor's jurisdiction, ensuring the implementation of Right-to-Know training and the proper dissemination of information regarding hazardous chemicals in the workplace. Work involves the administration of a comprehensive education and community outreach program, ensuring that agency Right-to-Know Coordinators are informed of and enforce compliance requirements mandated by the Right-to-Know Act. Advises the Deputy Secretary for Property and Asset Management and the Secretary of the Department of General Services on Right-to-Know program policies and regulations.

Coordinates the Department's safety programs as the Departmental Safety Coordinator. As the Safety Coordinator the position is responsible to oversee, implement and evaluate all safety programs across the Department as defined by the Accident and Illness Prevention Program as administered by the Office of Administration. This position is also responsible for the operation and maintenance of the Department's Safety Committees.

Acts as the Department's Worker Right-to-Know Coordinator ensuring that all employees exposed to hazardous materials receive the proper training, that all training is properly documented and that all required information is posted or is available to all exposed employees.

Oversees the fire safety program, including accident prevention, fire prevention, and environmental monitoring for compliance with federal, state and local regulations/standards, ensuring the safety of employees and visitors in the Capitol Complex and the preservation of property. Supervises a Fire Safety Coordinator and numerous Safety Inspectors. Work includes the development, coordination, implementation, and maintenance of policies, procedures, and training necessary to conduct an effective fire/safety training program. Reviews fire response and evacuation plans and conducts building inspections for conformance to the national fire code and other fire safety rules, laws, and regulations.

Researches, interprets and ensures compliance with local, state and federal laws, regulations and policies pertaining to hazardous substances and materials. Oversees an emergency response staff in their performance of asbestos and lead paint abatement and hazardous materials control. Develops work schedules, obtains the necessary tools and materials for the removal project, and

advises the appropriate officials of the need to vacate the affected area/room until it has been determined that the air quality is within established acceptable levels. Develops and conducts on-going training programs on the hazards of asbestos materials and the abatement of asbestos materials; this training is provided to Bureau management supervisors and the various crafts.

Trains the in-house asbestos maintenance crew on the proper use of all types of asbestos abatement equipment and respirators. Organizes the response to asbestos related emergencies. Monitors the removal of the asbestos materials by contractors or in house DGS staff, ensuring the inspection of contracted projects for compliance with applicable state and federal laws and regulations.

Attends bi-weekly job conferences for all DGS construction projects and serves as a liaison for the Maintenance Management Division. Ensures that contractors and/or specifications provide appropriately and adequately for proper operations and maintenance of equipment. Prepares change order requests to projects as required.

Participates in exercises conducted by the PA Emergency Management Agency (PEMA) and Federal Emergency Management Agency (FEMA); Utilizes Powerscope software to view electronics blueprints from Commonwealth owned buildings and provides information to emergency personnel.

Investigates all indoor and outdoor air quality concerns, obtains samples when necessary, interprets results of sampling, and prepares and provides appropriate recommendations for any necessary corrective action.

Develops and updates the contract specifications for: (1) Medical surveillance program for personnel who are members of the hazardous response team; (2) for the proper disposal and containment of hazardous materials; (3) Fire alarm and detection system inspection, testing and maintenance repair; (4) Fire sprinkler systems inspection, testing, maintenance and repair; (5) Halon and kitchen fire extinguishing systems inspection, testing, maintenance and repair; (6) testing, recharging and replacement of portable fire extinguishers, self-contained breathing apparatus (S.C.B.A.), fire hose and specialized fire equipment; (7) laboratory analysis and consultant services (8) and ICAF suppression system and other related contracts.

Oversees the contracted water treatment program for all DGS managed facilities, ensuring that chemicals utilized meet the requirements of the contract specifications. Ensures on-going testing and analysis of water condition and coordinates periodic in-house training seminars by contracted vendors and ensures a thorough follow-up to the monthly visits by the water treatment representative of the contracted vendor.

Drives throughout the Capitol Complex.

Performs the full range of supervisory duties, including assigning, scheduling and reviewing assignments; evaluating work performance; and approving and disapproving leave.

Performs other related duties as required.

Must acquire a PA Labor & Industry Licensed Asbestos Supervisor, Asbestos Building Inspector, and currently possess Hazardous Waste Operations and Emergency Response- 40 HOUR (20-CFR1910.120) or capable and agree to obtain these requirements within 6 months from date of hire. Must be approved by physician to wear a respirator and capable to perform work with hazardous materials.

**Decision Making:** Describe the types of decisions made by the incumbent of this position and the types of decisions referred to others. Identify the problems or issues that can be resolved at the level of this position, versus those that must be referred to the supervisor. Example: In response to a customer inquiry, this work involves researching the status of an activity and preparing a formal response for the supervisor's signature.

Exercise independent judgment in the accomplishment of assigned tasks. Requests and receives guidance from the supervisor on unusual situations.

**Requirements Profile:** Identify any specific experience or requirements, such as a licensure, registration, or certification, which may be necessary to perform the functions of the position. Position-specific requirements should be consistent with a Special Requirement or other criteria identified in the classification specification covering this position. Example: *Experience using Java; Professional Engineer License*

**Experience:**

**Licenses, registrations, or certifications:**

1. N/A
2. N/A
3. N/A
- 4.
- 5.
- 6.

**Essential Functions:** Provide a list of essential functions for this position. Example: *Transports boxes weighing up to 60 pounds.*

1. Utilizes strong organizational skills
2. Coordinates training programs
3. Manages various Safety Programs
4. Performs the duties of the Departmental Safety Coordinator
5. Supervises Fire Safety Program to communicate verbally and in writing
6. Researches and interprets information
7. Oversees emergency response
8. Utilizes strong computer skills
9. Conducts inspections
10. Develops contract specifications