

**DEPARTMENT OF NATURAL RESOURCES  
POSITION DESCRIPTION**

**WORKING TITLE:** CFC & Asbestos Specialist

**CLASSIFICATION TITLE:** Air Management Specialist –Senior

**Position Summary:** This position will be responsible for assessing asbestos notices, responding to complaints, and/or to inspect demolition and renovation projects to ensure they are in compliance with applicable federal and state asbestos requirements. This position will be required to routinely go into containment areas where asbestos is being actively removed and will require the use of protective clothing and a half or full-face respirator. The position will assist affected sources, other governmental units, and the public in responding to questions or inquiries about the asbestos rules and the air management program.

This position is responsible for working with the Compliance, Enforcement and Emission Inventory Section Chief and the Asbestos Supervisor to assure that corrective action is taken to bring asbestos practices into compliance where there are violations. This effort will require the use of enforcement procedures, and coordination of activities with Environmental Enforcement program staff.

This position will be responsible for managing the chlorofluorocarbons (CFC) refrigerant recovery registration program by reviewing registration application materials and providing lists of individuals and companies meeting requirements to be registered under NR 488, Wis. Adm. Code. The position will assist affected sources, other governmental units, and the public in responding to questions or inquiries about refrigerant recovery rules and the air management program.

The performance of this position requires a knowledge of science principles, methods, theories, and practices. The position will require a high level of communication skills both oral and written.

**Geographic Scope and Travel Requirements:** This position has responsibility for all areas of the state as assigned by the supervisor. Travel within assigned geographic area is frequent, with occasional travel to other locations in the state for site inspections, training, conferences and night meetings. This position is part of the Air Management Program, and the person serves as a member of statewide teams as assigned by the supervisor.

**Scope of Authority:** This position is under general supervision of the Compliance, Enforcement, & Emissions Inventory Section Chief in Madison and Southeast Region Air Management Program Supervisor stationed at the Milwaukee Service Center.

**RESPONSIBILITIES AND DUTIES:**

**60% A. Asbestos**

- A.1 Check asbestos notices in the Asbestos Renovation and Demolition Notification (ARDN) database for renovation/demolition projects to assure that the notices are complete and have met the pre-inspection and notification requirements in NR 447.

- A.2 Select asbestos abatement projects for inspection, based on data in the ARDN database and program priorities. Inspect projects and keep supervisor apprised of inspection activities.
- A.3 Perform inspection of asbestos abatement projects while asbestos abatement is going on to assure procedures for removal and disposal are in compliance with NR 447. Wear protective clothing and proper respiratory equipment when conducting inspections.
- A.4. Perform inspection of asbestos abatement projects after asbestos abatement has been completed to assure compliance with NR 447.
- A.5. Determine proper handling and disposal practices were followed for any asbestos containing materials. Coordinate follow-up with members of the Solid Waste program as necessary.
- A.6. Gather samples for lab analysis to aid in enforcement of environmental code. Document samples taken with photography and handle samples in accordance with chain of custody requirements.
- A.7. Provide guidance and advice on asbestos policies and rule interpretation to program staff and external customers.
- A.8. Participate in enforcement actions to ensure sources return to compliance with asbestos rules. Using state and federal enforcement policy, and in consultation with enforcement, air program and attorney staff, recommend violation notices, referral elements, and compliance plans and schedules to bring the source into compliance.
- A.9. Prepare and participate in the resolution of asbestos related complaints. Investigate the complaint by doing an inspection, doing surveillance of the site, or using other appropriate means to verify whether an air rule violation may have occurred. Interview possible responsible parties. Document the air violation with a written report, photography, and/or video and gather samples for lab analysis as necessary.
- A.10. Maintain an administrative role for the Asbestos materials library and continue development of the Asbestos Handbook. Use the Asbestos RDA to maintain and dispose of records.

**30% B. CFC Refrigerant Recovery Registration**

- B.1 Review CFC registration application materials and provide lists of individuals and companies meeting requirements to be registered under NR 488.
- B.2 Provide renewal materials to registrants at least two weeks prior to the end of calendar quarters for companies seeking salvager/dismantler and safe transport registration.
- B.3 Process salvager/dismantler and safe transport registrations quarterly, providing the final certificate or letter to the requester.

- B.4. Provide self-certification letters to companies seeking Type 1 - 4 DOT Salvager Dealer licenses within 10 business days.
- B.5. Assist with maintaining accurate refrigerant recovery outreach materials and webpages including lists of currently registered salvagers/dismantlers and safe transporters.
- B.6. Provide timely responses (goal of less than two working days) to inquiries from the registrants, public, and DNR staff regarding the refrigerant recovery program.
- B.7. Maintain an administrative role for the Refrigerant Recovery materials library and continue development of the How-To Document. Use the CFC RDA to maintain and dispose of records.

**5% C. Air Management teams and professional development**

- C.1. Participate actively as a member of the Air Management Asbestos Team in meetings and team activities. Serve as a member, and/or lead, any additional ad hoc teams as necessary or assigned. Support team and Air program objectives and performance measures.
- C.2. Attend formal courses and seminars as recommended on an approved training plan, and survey or read books, trade journals, and other publications to improve skills and knowledge of air pollution control engineering.

**5% D. Other duties as determined by the supervisor**

**COMPETENCIES**

Effective Problem Solving - Employs analytical abilities, pragmatism, and other tools to resolve complex problems in a variety of situations. Delivers accurate and technically proficient work on complex projects. Demonstrates sound professional judgment in analyses and decisions. Understands complex situations, issues, and problems by breaking them down into smaller pieces and traces implications and consequences. Shows enthusiasm for technical and intellectually complex tasks and solving problems.

Effective Communication - Clearly conveys and receives information and ideas through a variety of media to and from individuals or groups in a manner that engages and helps them understand and retain the message. As necessary, translates complex or technical information or processes to lay audience/customers. Effectively communicates and relates to a broad range of people internally and externally. Articulates and presents ideas in a clear, unbiased, persuasive manner.

Effective Decision Making - Makes timely, well-reasoned decisions by integrating information and perspectives from colleagues. Calculates and evaluates the long-term consequences of decisions. Makes fair decisions on clearly based objective criteria rather than personalities.

Takes Action & Shows Initiative - Works well independently and is self-motivated to take action to meet critical organizational/program/unit goals. Sets and monitors own objectives and standards. Initiates appropriate actions and follows through without prompting or close supervision. Demonstrates strong work ethic. When needed, puts in the hours necessary to complete the tasks at the highest level of quality possible. Displays the stamina necessary to work an irregular, demanding schedule.

Builds Trusting Relationships & Partnerships - Builds and effectively utilizes relationships and influences informal networks to achieve goals. Shares knowledge and builds trust with colleagues, superiors and employees. Can be discreet when situation demands. Uses tact when dealing with sensitive issues and personalities and is aware of own impact. Works through complex situations effectively, diplomatically and with sensitivity without losing credibility or trust. Recognizes sensitive information and keeps it confidential. Builds systems and discipline that makes information accessible, and, as necessary, removes control and privilege around information. Promotes and influences others' thinking regarding the organization's standards and positions.

Ability to Work in Teams/with Groups - Works cooperatively with others toward accomplishment of a shared goal as opposed to working separately or competitively. Leverages own strengths in order to effectively contribute to the project or goal. Reinforces the team concept through actions and communications. Inspires others through a positive 'can-do' attitude. Encourages others to sustain interest and involvement through the group task or project.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Advanced knowledge and understanding of the health effects resulting from exposure to asbestos and the release of chlorofluorocarbons.
2. Ability to independently coordinate with other asbestos program staff to prioritize asbestos inspections day to day based on asbestos abatement job size and work schedule
3. Ability to read, understand, and interpret state and federal asbestos and CFC regulations, policies, and procedures.
4. Demonstrated partnership and collaborative decision-making skills.
5. Basic computer knowledge of email, word processing, and spreadsheet and database software
6. Principles of technical report writing
7. Principles of conflict management
8. Principles of effective communication
9. Principles of effective decision making

#### **PHYSICAL REQUIREMENTS AND ENVIRONMENTAL FACTORS**

Strength and Physical requirements: Sedentary work (exerting up to 10 pounds of force or more occasionally and/or a negligible amount of force frequently) occurs 75% of the time; with light (20 pounds to heavy (100 pounds) less than 25% over a year 's time.

The position will require walking and climbing stairs or ladders, potential exposure to hot and noisy environments, proximity to moving mechanical parts, and exposure to conditions which may potentially affect the respiratory system or the skin, such as fumes or odors.

The position requires the occasional use of a full-face respirator, and the accommodations required to assure proper fit (removal of facial hair, etc.).

Environment Factors: The position will spend approximately 50% or more of the time indoors doing sedentary, office work. During field work, there may be exposure to risk of bodily injury

such as proximity to mechanical parts, electrical currents, and conditions that affect the respiratory system or skin such as fumes or odors. A baseline physical exam, plus an annual physical exam, thereafter, will be required for the position.

Equipment Used: Office equipment includes cell phone, printer, and computer with word processing, spreadsheet, database, and multimedia presentations software.

Personal protective equipment will be required during facility inspections and can include protective eyewear, safety shoes, hearing protection, gloves, hard hat, protective clothing and other.

Operation of a motor vehicle for travel to facilities for inspections, training and meetings is required.

Telework Evaluation: Position responsibilities may allow for on-going telework up to 60%, per department manual code.