

**ASBESTOS SUPERVISOR (3440)**  
**Task List 2025**

1. Supervises workers engaged in removing and installing plastic, asbestos, magnesia, or similar insulating materials and coverings to surfaces of steam boilers, ducts, pipe and pipelines, tanks, roofs, and other insulated areas in order to ensure health and safety of all City of Los Angeles workers and public.
2. Supervises workers engaged in the containment, decontamination, and disposal of hazardous materials such as notifying EPA, SCAQMD, and LAFD, and managing all documentation in order to review legal requirements and ensure compliance with all safety organizations.
3. Assigns, plans and outlines work assignments by coordinating with other crafts and inspecting work for conformance by reviewing work orders, plans, specifications and code requirements in order to estimate the cost, time, labor and materials needed to complete the job.
4. Reads, reviews, and interprets instructions, plans, and specifications such as blueprints, AQMD notifications, and Construction Work Package (CWP) in order to determine the methods and tools to be employed for the job.
5. Inspects work while in progress and completed work for workmanship such as quality of work, fabrication of metal jacketing, various types of insulation, and blanket insulation in order to maintain conformance to standards, plans, specifications, and code requirements.
6. Enforces safety regulations from California Occupational and Health Agency (Cal/OSHA), Environmental Protection Agency (EPA) Air Quality and Management District (AQMD), Coastal Commission, and City of Los Angeles Fire Department (LAFD) in order to remove and reduce safety and environmental hazards in the workplace.
7. Gathers, obtains, manipulates, and interprets information from a computerized maintenance management program and other computer software such as Maximo, Workday, Microsoft suite in order to track and monitor project status and completion.
8. Trains and develops employees engaged in work related tasks, work procedures, health risks, work safety practices, regulatory compliance, and emergency procedures such as City agency regulations in order to ensure employee compliance with safety rules and regulations.
9. Develops employees by discussing training opportunities, promotional opportunities, providing information for the Memorandum of Understanding (MOUs), counseling and providing discipline as needed, listening to employee

grievances, and providing fair and accurate evaluation for employees in order to adhere to the Equal Employment Opportunity (EEO) policies and procedures.

10. Interacts with customers, management, external agencies, and other City employees effectively and respectfully in order to help resolve any asbestos related health, safety, and abatement concerns.
11. Conducts regular meetings and informal trainings to provide employees with updates to department policies and procedures, changes to compliance rules and regulations, new technological systems, and new workflow adaptations in order to provide proper support and spread knowledge across teams.
12. Delivers daily written and/or oral reports pertaining to the time, materials used, work progress, and accidents in order to maintain a safe work environment, maintain project budget, and ensure project completion.