**Job Description**

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| Job Title | Asbestos and Environmental Analysist |
| Immediate Supervisor | Lab Manager |
| Office Location | Rowley Regis |

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| Tasks and Responsibilities |
| Take the lead on asbestos air monitoring requirements for the company and help to develop and maintain an accredited method of working. This may include occasional travel to other sites around the country. | Undertake scheduled maintenance checks on equipment and flag issues to the STC Manager when they arise. |
| Be responsible for all asbestos monitoring activities on site, such as pump set up, equipment calibration, air monitoring, asbestos fibre counting and dealing with external laboratories.  | Undertake all site environmental monitoring as required by the site permit and as set out in the site Operations Manual to ensure legal compliance and optimal treatment conditions.  |
| Manage and maintain all permit and legal compliance aspects of asbestos data management. | Store and file all monitoring and maintenance paperwork in the correct site files and on the STC server where required. |
| Manage asbestos related stock levels and asbestos monitoring equipment calibrations, to ensure continuity of monitoring and to remain compliant.  | Ensure tasks are undertaken to a high operational and safety standard. Suggesting improvements in efficiencies where possible. |
| Hold and maintain qualifications set out in ISO 17025 and UKAS Lab 30 | Report site, health and safety or monitoring deficiencies in a timely manner to the STC Manager. |
| Manage and maintain staff access to asbestos work areas, keeping login and RPE details upto date.  | Ensure that company procedures, work instructions and RAMS are always followed and maintain a high level of health and safety. |
| Assist in manage incoming loads and direct site traffic to the correct tipping locations following guidance from the STC Manager. | Ensure the site offices, toolshed, walkways and equipment areas are kept tidy and regularly cleaned.  |
| Check driver paperwork for incoming loads and complete or flag up errors to the STC Manager. | Complete the site diary daily and record activities and other relevant information.  |
| Assist in scanning incoming tickets and store correctly on the STC server in a timely manner and enter tickets onto the SKY system as required. | Assist the STC Manager preparing the site for inputs, including laying pipework and daily checks on treatment. |
| Carry out other duties as directed by the STC Manager or Operations Manager. | Record keeping in site file of deliveries, calibration certificates and other paperwork as required by the STC Manager.  |
| Personal Skills/Qualifications |
| Ability to work outdoors in a variety of weather conditions | Willingness to develop and learn and take the lead on certain aspects of the company. |
| Positive attitude and commitment to high standards on health and safety and quality of work | Being flexible in approach to work and willingness to help out other staff on site when and where required. |
| Ability to prioritise workloads, manage own time and work efficiently. | Maintain an appropriate Category B asbestos training certificate. |
| Must hold the either:• BOHS P403 or • RSPH Level 3 Award in Asbestos Air Monitoring and Clearance Procedures or • CPQ (Competent Persons’ Qualification) | Experience of working around heavy plant is desirable |

**Prepared by**: Paddy Daly **Date**: 10/02/22