

**CLASS TITLE: CHIEF DIVISION OF FOOD PROTECTION  
AND SANITATION**

**Class Code: 02904500  
Pay Grade: 39A  
EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** On a state-wide basis, to be responsible for the planning, direction, supervision, review and evaluation of the work of a subordinate staff engaged in carrying out a comprehensive environmental sanitation and food protection program; to provide leadership and direction to a supervisory staff engaged in administrative and advanced technical work; to interpret the significance of the results of laboratory analysis of all food products; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Assistant Director of Health (Environmental Health Services) with considerable latitude for the exercise of initiative and independent judgement; work is reviewed upon completion, through conferences and submitted reports, for results obtained and conformance to departmental policies and objectives, laws, rules and regulations.

**SUPERVISION EXERCISED:** Plans, directs, coordinates, supervises and evaluates the work of an inspectional and clerical staff engaged in carrying out a comprehensive environmental sanitation and food protection program.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

On a state-wide basis, to be responsible for the planning, direction, supervision, review and evaluation of the work of a subordinate staff engaged in carrying out a comprehensive environmental sanitation and food protection program involving such activities as: inspectional and investigational programs relating to shellfish packing plants, bakeries, and confectioneries, and all other food and meat manufacturing and processing establishments; enforcement of pertinent provisions of the Rhode Island Food, Drug, and Cosmetics Act and the federal Wholesome Meat and Poultry Act; and inspections of the environmental sanitation of camps and trailer parks, tourist cabins and motels, beaches and amusement parks.

To direct and supervise the collection and preparation of evidence of violations of, or non-compliance with, state laws relating to environmental sanitation and food protection and, when necessary, to take appropriate corrective action.

To make recommendations to the Assistant Director for improvement of existing environmental sanitation and food protection programs and, as required, to recommend changes in the pertinent laws and regulations for the purpose of improving and strengthening the programs.

To be responsible for the overall development and administration of in-service training programs for subordinate sanitation personnel involving the programs, work methods and techniques of environmental sanitation and food protection.

To approve city and town applications for state monies under the State Rodent Control Act.

To act as state liaison representative with such federal agencies as the Public Health Service, Food and Drug Administration, and the Department of Agriculture in the area of food protection and environmental sanitation.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and techniques of environmental sanitation and food protection and the ability to apply such knowledge in planning, directing, supervising, reviewing and evaluating the work of a subordinate staff in carrying out a

state wide comprehensive environmental sanitation and food protection program; a thorough knowledge of the pertinent provisions of the Rhode Island Food, Drug, and Cosmetics Act and the Federal Wholesome Meat and Poultry Act and the ability to interpret and apply those provisions of the Acts relative to the carrying out of a state-wide food protection program; the ability to interpret and carry out provisions of those Rhode Island General Laws and federal laws relating to environmental sanitation and food protection; the ability to direct the collection and preparation of evidence of violations of, or non-compliance with, such state laws and regulations under the Acts relating to environmental sanitation and food protection for use for prosecution; the ability to provide leadership and direction to the development and administration of an in-service training program for subordinate staff members involving the programs, work methods and techniques of environmental sanitation and food protection; the ability to provide consultative services to supervisory subordinate staff members in administrative and advanced technical work; the ability to act as state liaison representative with federal agencies engaged in food protection and environmental sanitation activities; the ability to direct the establishment and maintenance of effective working relationships with managers and proprietors of food handling, food manufacturing and food processing plants and other persons engaged in enterprises requiring and subject to environmental sanitation and food inspections and investigations and the public; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing and possession of a Master's Degree in Environmental Health, in Biological or Chemical Sciences, or in food technology; and

Experience: Such as may have been gained through: employment in a responsible supervisory or consultant position in the field of Environmental Health or Food Technology.

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