

**CLASS TITLE: ENVIRONMENTAL HEALTH COORDINATOR
(CORRECTIONS)**

Class Code: 02132700

Pay Grade: 30A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be solely responsible for an extensive and comprehensive sanitation, environmental health, and safety program for the state correctional institutions; to insure that federal and state standards for sanitation, environmental health, and safety are met and maintained within the state correctional institutions; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Associate Director of Maintenance (Corrections) with wide latitude for the exercise of initiative and professional judgement; work is reviewed through conferences and submitted reports for conformance to policies, objectives, law, rules, and regulations.

SUPERVISION EXERCISED: Supervises the work of technical and clerical personnel and subordinates assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for a comprehensive sanitation, environmental health and safety program for the state correctional institutions covering such areas as: food service, facilities, utilities, noise levels, pest control, disease control, solid waste management, industrial hygiene, personal hygiene, indoor air quality, ventilation, asbestos abatement, hazardous waste, disaster planning, housekeeping, laundry, safety, accident and fire prevention.

To conduct inspections of the correctional institutions to determine compliance with federal and state sanitation, environmental health and safety standards; to prepare completed staff work and reports containing findings, analysis, conclusions and recommendations for corrections.

To insure that unsatisfactory conditions are corrected by conducting inspections of areas previously found in violation of standards.

To investigate complaints from inmates, employees and the public relating to sanitation, environmental health and safety.

To plan, analyze, direct and evaluate programs relating to sanitation, environmental health and safety within the institution for the purpose of (1) scheduling work, (2) budgets, (3) evaluation of programs, (4) personnel assigned, etc.

To review and approve specifications, plans, and programs that relate or have an impact on sanitation, the environment or safety including (1) new construction, alterations, repairs, (2) equipment and supply procurement, (3) contracts for service.

To establish policy, procedures and programs to protect the general health of the employees and inhabitants of the correction institution facilities.

To provide training for correctional employees in such areas as food service, hazardous waste management and medical waste disposal.

To coordinate with various units impacted by the environmental health program such as housekeeping, food service, maintenance, industries and laundry by explaining problems and recommending solutions.

To establish liaison with other agencies and groups that relate to the sanitation, safety and environmental health fields; to keep current on methods, techniques and standards and when necessary, provide this information and impact to superiors for review and consideration.

To be responsible for the preparation of technical plans involving compliance with federal and state environmental laws and regulations.

To interpret the federal and state sanitation, environmental health and safety standards as they relate to the state correction institutions.

To recommend and draft projects which may be eligible for federal or state grants as they relate to environmental health and safety.

To work with the Health Service Administrator in all human disease outbreaks involving environmental transmission, to conduct investigations of reportable disease incidents sample collection.

To plan, analyze and direct the asbestos abatement program at the correctional institutions.

As required, to testify before duly constituted bodies regarding the activities which have been supervised or conducted and the professional judgements exercised.

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 health, sanitation and safety and the ability to apply such knowledge to the particular problems which arise at correctional institutions; a thorough knowledge of state and federal standards pertaining to the environmental health of correctional institutions; the ability to train departmental personnel in sound sanitation and environmental practices; the ability to secure and evaluate essential data which provides the compliance or noncompliance to state and federal standards; the ability to prepare reports containing findings, analysis, conclusions and corrective recommendations; the ability to establish and maintain effective working relations with superiors, associates and subordinates; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in sanitary science, environmental science or other courses closely related to environmental health and sanitation; and

Experience: Such as may have been gained through: employment as a sanitarian or environmental health specialist with experience in institutional inspections.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: Within six months the incumbent must obtain: (1) R.I. Commercial Pesticide Applicator Certification, (2) R.I. Competent Person Certificate in Asbestos.

Class Revised: October 31, 2004