

CLASS TITLE: ENVIRONMENTAL HEALTH OFFICER

Class Code: 02132600

Pay Grade: 26A

EO Code: H

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for a comprehensive toxic substance, radiation, fire prevention and environmental health program for state institutions and group homes, to insure that federal and state standards for toxic substance and radiation control, fire prevention and environmental health are met within such state institutions and group homes; and to do related work as required.

SUPERVISION RECEIVED: Works under the direction of a superior with wide latitude for the exercise of independent judgement; work is reviewed for conformance to policies, regulations and standards.

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

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for a comprehensive toxic substance, radiation, fire prevention and environmental health program for state institutions and group homes covering such areas as: radiation, food service, facilities, utilities, noise levels, pest control, disease control, solid waste management, industrial hygiene, personal hygiene, safety and accident prevention.

To conduct inspections of the institutions and group homes to determine compliance with federal and state toxic substance, radiation, fire prevention and environmental health standards.

To investigate complaints from employees, clients located at such institutions and group homes, and the public relating to toxic substances, radiation, fire prevention and environmental health.

To prepare reports documenting the results of inspections and investigations, and recommending the necessary actions to correct violations.

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

To cooperate with various units impacted by the environmental health programs such as housekeeping, food service, maintenance, laundry, x-ray areas, clinics and residential areas by explaining problems and suggesting solutions.

To provide training for employees in such areas as food service preparation, dentistry, housekeeping, maintenance and radiology.

To be responsible for the control and eradication of various pests including rodents, insects, birds and bats.

To review and approve specifications, plans and programs which relate to safety, sanitation and/or environmental health of state institutions and group homes.

To interpret the federal and state toxic substance, radiation control, fire prevention and environmental health standards as they relate to the state institutions and group homes.

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 the ability to apply such knowledge to the particular problems which arise at state institutions or group homes; a thorough knowledge of state and federal standards pertaining to the environmental health of institutions and group homes; the ability to administer a comprehensive sanitation and environmental health program; the ability to train departmental personnel in sound sanitation practices; the ability to secure and evaluate essential data which provides the compliance or non-compliance to state and federal standards; the ability to prepare reports containing findings, analyses, conclusions and corrective

recommendations; the ability to establish and maintain effective working relationships 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 course closely related to environmental sanitation; and

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

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

Class Revised: March 12, 1989

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