

TITLE: <u>Environmental Health Specialist</u>	SALARY SCHEDULE: <u> C </u>	CLASS CODE: <u> PE502 </u>
UNION: <u>P&A, Local 1979, U.A.W.</u>	SALARY GRADE: <u> 12 </u>	EEO CODE: <u> 50 </u>
	FLSA: <u> Exempt </u>	E- CLASS: <u> PE </u>

POSITION PURPOSE

Coordinate food and general sanitation services throughout the University to ensure compliance with health department regulations and University administrative standards. Maintain proper procedures and records to meet established federal and state guidelines and regulations. Work activities require a grasp of involved practices and precedents, along with knowledge of scientific theory and principles. This position provides information and advice to University community and influences the actions of others.

ESSENTIAL JOB FUNCTIONS

- Perform inspections of all University food service establishments and temporary food events to ensure compliance with Michigan food service laws and to prevent possible food-borne illnesses. Oversee all WSU food establishment plan review submissions. Conduct preliminary inspections, monitor new facilities during construction and perform final inspection upon completion of construction.
- Authorize and license food service establishments and special food handling events.
- Oversee campus swimming pool compliance. Review inspections by pool operators and conduct follow up actions as required. Perform annual inspection and submit report to the Michigan Department of Environmental Quality.
- Prepare routine activity reports as well as maintain accurate records for University, federal and State agencies
- Investigate food borne illnesses, accidents and exposures to identify root causes; recommend and implement corrective actions
- Perform laboratory safety evaluations in accordance with State and federal guidelines to ensure safety of facilities and equipment. Investigate laboratory accident reports.
- Educate University employees and students on proper institutional sanitation and laboratory safety. Develop educational materials to explain food safety or environmental hazards to a range of audiences
- Attend training courses and seminars to keep abreast of changing regulations relating to environmental health and safety.

- Serve on emergency spill response team
- Perform related work as assigned.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

ADDITIONAL COMMENTS

This classification level requires a grasp of both involved practices/precedents and scientific theory to coordinate food and general sanitation services throughout the campus in compliance with health safety and administrative standards. Work activities demand the application of diversified procedures and specialized standards to situations requiring a search for solutions and new applications of these procedures and standards. This position is responsible for staying current with federal and State regulations and standards relating to environmental health and adapting work activities accordingly. This position operates under strict federal and State guidelines and must ensure that the University community and on-site food service establishments are aware of and in compliance with these regulations. This requires the ability to understand and influence the actions of others. Consultative and licensing services are provided to the entire University as well as to organizations operating food service establishments on campus. This classification reports to and receives work direction from a management level position.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's degree in chemistry, biology or environmental health or an equivalent combination of education and/or experience

Must be a Registered Environmental Health Specialist/Registered Sanitarian by the National Environmental Health Association or registered as a Sanitarian in Michigan

At least two years of experience working in environmental health

Reasonable knowledge of and experience with industrial sanitation

Considerable knowledge of federal, State and institutional health and safety laws and regulations

Possession of a valid vehicle operator's license