

ISSUED: 6/93

TITLE: Environmental Health Specialist

SALARY
SCHEDULE: C

8/91 & 3/88
CLASS
CODE: PE502

UNION: P&A, Local 1979, U.A.W.

SALARY
GRADE: 12

EEO
CODE: 50

FLSA: Exempt

E-
CLASS: PE

POSITION PURPOSE

Coordinate pest control, food and general sanitation services throughout the University, particularly in research facilities, 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

- Oversee and coordinate pest control and general sanitation services throughout the University. Receive requests and perform routine inspections and complaint investigations to control and eliminate pest infestation. Utilize knowledge of pest control techniques and governmental regulations relating to its performance.
- Perform inspections of all University food service establishments, bakesales and vending machines to ensure compliance with Michigan food service laws and to prevent possible food-borne illnesses. Authorize and license food service establishments, special food handling events and vending machines.
- Monitor and inspect ventilation hoods using established quality control parameters to ensure compliance with State and federal standards and safety of users. Perform laboratory safety evaluations in accordance with State and federal guidelines to ensure safety of facilities and equipment.
- Prepare routine activity reports as well as maintain accurate records for University, federal and State agencies. Maintain safety equipment inventory through the purchase of pesticides, chemical supplies and related equipment. Serve on emergency spill response team.
- Hire, train, supervise, evaluate and recommend termination of subordinate non-exempt technical staff. Investigate all accident reports filed at the University; educate University employees and students on proper institutional sanitation and laboratory safety; attend training courses and seminars to keep abreast of changing regulations relating to environmental health and safety.
- 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 pest control, 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 required the ability to understand and influence the actions of others. Supervision is exercised over subordinate non-exempt technical staff. Consultative and licensing services are provided to the entire University as well as to organizations operating food service establishments, vending machines or bakesales on campus. This classification is located in the Department of Environmental Health and Safety and reports to and receives work direction from a management level position, i.e. Director, EDP/Research Director, etc.

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.
- Reasonable knowledge of and experience with industrial sanitation and pest control.
- Considerable knowledge of federal, State and institutional health and safety laws and regulations.
- Certification as a pesticide applicator.
- Possession of a valid vehicle operator's license.
- Previous supervisory experience preferred.
- Typically, incumbents have held lower level technical positions such as Pest Controller, Health Physics Assistant or Health Physics Technician.