

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**ENVIRONMENTAL HEALTH COORDINATOR - 1121**

**DEFINITION:**

Under direction, to develop, coordinate, and implement a Citywide Environmental Health Program; to direct and supervise the work of professional staff engaged in the evaluation, abatement, and disposal of asbestos, lead, and mold containing materials; and to perform related work.

\* **EXAMPLES OF DUTIES:**

- Develops and implements asbestos, lead, and mold hazard abatement and enforcement policies, procedures, processes, assessments, and mitigation;
- Supervises and directs City asbestos, lead, and mold inspection staff;
- Develops and administers Citywide abatement and laboratory contracts;
- Supports environmental health programs to accomplish program objectives;
- Develops and performs presentations and trainings on the hazards of asbestos, lead, and mold;
- Collaborates and coordinates asbestos, lead, and mold hazard response efforts that ultimately will involve various City departments, facility managers, Council Offices, regulatory agencies, and the public;
- Collaborates with various City departments to incorporate lead safe work practices;
- Researches, applies for, and administers grants;
- Performs technical lead, asbestos, and mold hazard evaluations and field sampling, and prepares and reviews plans, technical reports, and project specifications;
- Acts as the liaison to and assists local committees with developing local ordinances and associated policies on lead safety and healthy housing;
- Participates in State and Federal regulation and policy development which may impact program objectives;
- Develops and administers a variety of education and outreach efforts;
- Acts as an expert witness on lead hazard enforcement cases.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications. <https://www.governmentjobs.com/careers/sandiego/classspecs>.

\* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter); **AND** three years of full-time professional experience in one or more of the following areas: administering an asbestos and lead management program; conducting asbestos, lead, and mold inspections and assessing environmental hazards; designing asbestos, lead, and mold abatement projects which includes preparing reports, recommendations for mitigation measures, and developing specifications for abatement work; lead hazard enforcement; and lead or healthy home related grant writing and grant management. Possession of a valid California Class C Driver's License may be required. A valid California Department of Public Health Lead Certified Inspector/Assessor certificate is required within six months from the date of hire.