

## **DIRECTOR OF ENVIRONMENTAL HEALTH AND SAFETY**

### **Basic Purpose:**

Positions in this job are responsible for the direction, coordination and management of all phases of a diverse, multi-functional environmental health and safety program to improve working conditions for employees, inmates and the public through safety awareness, training and by ensuring compliance with best practices and departmental policy/procedure.

### **Typical Functions:**

- Manages the department's environmental health and safety operations.
- Monitors the ongoing operations of the department to ensure compliance with all regulatory entities.
- Reviews, enforces, and directs management of affected environmental health and safety policies relating to correctional facility inspections, audits, health code compliance and federal/local code compliance.
- Establishes and maintains cooperative relationships with appropriate regulatory entities.
- Reviews and evaluates appropriate corrective action plans to address deficiencies.
- Serves as the department's contact and works with outside state and federal regulatory agencies.
- Develops and reviews rules, regulations and operating procedures. Interprets laws and rules related to environmental health and safety.
- Provides oversight for the agencies Workers Compensation program and Risk Management. To include investigations of inmate accidents as warranted.

### **Knowledge, Skills, and Abilities:**

Knowledge of federal and state statutes and policies related to health regulations and safety; of evaluation methodology and best practice development with the ability to evaluate outcomes and takes appropriate corrective action where needed. The ability to plan, direct and coordinate the activities of others; to interpret, analyze and resolve

Oklahoma Department of Corrections  
Unclassified Job Descriptor

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complex information; to communicate effectively, both orally and in writing; to establish and maintain effective working relationships; to organize and manage several projects

**Education and Experience:**

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and four (4) years of experience in workplace safety, environmental safety, and/or food safety; or an equivalent combination of education and experience.

Preferred Qualifications: Master's degree with four (4) years of experience in workplace safety, environmental safety, and/or food safety; or an equivalent combination of education and experience.

Special Requirements: Job requires site visits, which include travel and the ability to visually inspect operations, functions, and programs.