

**Boone County Department of Public Health
Job Description**

Job Title: Director of Environmental Health
Department: Environmental
Reports To: Public Health Administrator
FLSA Status: Exempt
Prepared Date: November 2002
Revised Date: February 4, 2014

SUMMARY

Responsible for the overall direction of the environmental health division and program, provides appropriate executive policy approval. Approves all outgoing communication from environmental division. Represents the Health Department on all issues related to environmental health. Performs the following duties personally or with the assistance of subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Exercise responsibility for personnel, fiscal and other management controls.
- Prepare and review records and reports of an operational, professional and, occasionally, a research nature.
- Recruit, hire, train, supervise and evaluate the work activities of environmental health staff members; Provide orientation to new staff as needed.
- Assist in preparation of the annual budget for the environmental health activities including the development of long and short-term goals and objectives.
- Prepare ordinances, rules and regulations for consideration by appropriate authorities in collaboration with administrator.
- Establish procedures for operations of the environmental health division and, in conjunction with other administrative personnel, assist in formulation of departmental policies.
- Serve as consultant to elected and appointed officials, consulting engineers and architects, civic groups and the general public on matters pertaining to environmental health.
- Maintain liaison with state and federal environmental control agencies and participate in local and regional planning operations; serve on various advisory boards.
- Actively participate in the programs and activities of professional organizations related to environmental control.

- Upon approval of administrator, serve as spokesperson for the department on environmental health matters at public meetings and through the news media.
- Adapt existing environmental health programs to changing community needs; Recommend initiation of new programs and revise existing programs.
- Institute, in disaster emergencies, control measures for the protection of public health and safety in cooperation with appropriate agencies.
- Coordinate investigations of the environmental health aspects of communicable disease outbreaks.
- Provide technical assistance including field supervision to environmental health personnel when indicated.
- Institute record systems and report forms for office and field use; Conduct correspondence with other agencies and interested parties regarding technical problems of environmental health programs.
- Provide an oral report to the Board of Health and the Health & Human Services Committee.
- Review staff recommendations for corrective action for individual sanitation problems.
- Approve plans for food service establishments, private sewage disposal systems and water wells and other environmental facilities.
- May serve as Acting Administrator in the absence of the Administrator.
- Communicate with the business community, an interagency network of associates and the public on a frequent basis.
- Work with various equipment including computer, projector, copy machine, drafting instruments, handheld organizer, digital camera, video camera, measuring devices and an engineers level.
- Work with a variety of materials and products such as mail, maps, compact disks, forms, plans, and permits.
- Drive to field locations on an as needed basis.
- Perform as backup for Sanitarian.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervises employees in food and sanitation inspections. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must have thorough knowledge of principles, practices and administration of environmental health programs. Knowledge of the chemistry and bacteriology of water, sewage and liquid waste. Knowledge of epidemiology and the relationship of environmental conditions to the spread and control of disease and the promotion of health. Knowledge of general sanitation including vector and nuisance control, garbage and refuse disposal, water and sewage systems. Ability to use an engineer's level and read elevations, read blueprints, read subdivision development plans, apply a variety of codes to plans for compliance. Ability to remain calm in adverse situation.

EDUCATION and/or EXPERIENCE

Bachelor's degree from four-year college or university with an emphasis in the physical and/or biological sciences and four years experience in environmental health; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Licensed Environmental Health Practitioner (LEHP)

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision. Ability to walk on rough ground and go into trenches.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the environmental division is usually moderate.