

## ENVIRONMENTAL HEALTH SUPERVISOR

### NATURE OF WORK

This is highly responsible professional, technical, administrative and supervisory work coordinating regulatory, consultative and educational programs in environmental health/quality.

Work involves responsibility for managing efficient and effective environmental health/quality programs; and ensuring that all persons and entities comply with local, state and federal environmental health/quality laws and regulations. Supervision is exercised over: professional and technical staff engaged in education, consultation, monitoring, inspection, investigation and enforcement in environmental health/quality programs; and support staff. Considerable independent judgment and personal initiative is expected within the framework of established policies and environmental, public health and administrative laws and regulations. Work is performed under the general supervision of the Division Manager, and reviewed through conferences, reports and results achieved.

### EXAMPLES OF WORK PERFORMED

May act for Environmental Health Manager in his/her absence.

Develops, prioritizes and implements strategies to achieve goals and objectives for environmental health/quality programs.

Assists in budget preparation and justification; provides fiscally responsible program oversight; monitors revenues, expenditures, staff time and activity.

Coordinates presentations for and communications with the Mayor, City Council, County Board, Board of Health, Planning Commission, various committees, and other entities.

Coordinates the preparation of and prepares grant applications and reports

Participates in the Comprehensive Plan process and guides staff in land use plan reviews.

Selects, supervises and evaluates professional, technical and support staff.

Reviews changes in federal and state law; assists in the development of local ordinance changes; coordinates the development of new regulations and strategies with the Division Manager and related advisory committees.

Coordinates and assures consistent enforcement actions.

Reviews risk assessments, environmental remediation proposals, modeling results and strategies; makes policy recommendations to Division Manager.

Coordinates the development and monitors implementation of policies and procedures.

Develops Memoranda of Agreement and Requests for Proposals.

Participates in community planning and emergency response to potential and actual public health emergencies.

Performs related work as required.

## DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of federal, state and local laws pertaining to environmental health/quality.

Thorough knowledge of the principles and practice of science, epidemiology, toxicology, risk assessment, management and communication as they apply to environmental health/quality.

Thorough knowledge of primary prevention principles applied to environmental health/quality.

Thorough knowledge of the application of administrative law, and the principles of public health and environmental law.

Considerable knowledge of personnel and program management.

Ability to plan, organize and prioritize multiple projects and work to achieve goals.

Ability to efficiently use information technology to access information, communicate, and produce effective work products.

Ability to establish and maintain effective working relationships with other government agencies, citizen committees, elected officials, the media, coworkers and the general public.

Ability to communicate effectively, both orally and in writing.

## MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in environmental science; environmental health; environmental, civil or chemical engineering; or chemical, physical or biological sciences; plus four years of experience in progressively responsible environmental health/quality/science work; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

## NECESSARY SPECIAL REQUIREMENTS

Possession of a valid driver's license when operating a vehicle may be necessary to the satisfactory performance of assigned duties for some positions within this classification.

*May be required to hold a registration/certification specifically applicable to the area of work:*

**Air Quality, Waste Management, or Water Quality:** Registered Environmental Health Specialist (NEHA, State); Professional Geologist (State); Certified Hazardous Materials Manager; or any equivalent certification/registration applicable to the area of work.

**Food Safety:** Registered Environmental Health Specialist (NEHA, State); or equivalent.