

## **ENVIRONMENTAL HEALTH MANAGER**

### **DEFINITION**

Under general direction, to plan, organize, develop, conduct, coordinate and supervise the activities, programs, and services of the Environmental Health Division of the Mono County Public Health Department; to assign, coordinate, and schedule Environmental Health investigations and inspections; to be responsible for the enforcement of Environmental Health laws, rules, and regulations; to oversee and be responsible for hazardous materials functions; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a single position classification for the position which oversees and directs the functions and activities of the Environmental Health Division of the Mono County Public Health Department. Responsibilities include directing, coordinating, and supervising the work of the Division staff; assisting with the management of environmental health grants, allocations, and contracts; and performing a broad range of complex professional Environmental Health inspection and enforcement work.

### **REPORTS TO**

Public Health Director

### **CLASSIFICATIONS SUPERVISED**

May directly supervise staff or provide lead direction as assigned

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Plans, organizes, directs, coordinates, and administers the functions of the Environmental Health Division; has responsibility for enforcement of Environmental Health Laws and regulations; develops and recommends program goals, objectives, and policies; conducts inspections and fieldwork, as necessary, in multiple environmental health programs; assists in the assisting with the management of grants, allocations, and contracts; supervises, evaluates, and insures proper training of Division staff; disseminates information to the public and other agencies; reviews and/or prepares a variety of staff reports for the Director of Public Health, the Board of Supervisors, and other agencies; participates in the drafting of ordinances and resolutions for adoption; researches, reviews and analyzes information and data for the development of inspection programs and enforcement policies; assists with the development of County environmental health codes and regulations; reviews and comments on proposed state Environmental Health regulations; coordinates Division functions with other County Departments; serves as an expert witness in court actions; performs a wide variety of complex Environmental Health investigations, inspections, permit application reviews and enforcement work; oversees and directs hazardous materials control functions; represents the Environmental Health Division with a variety of special committees and agencies; answers public inquires regarding Environmental Health issues and permit procedures; explains ordinances, resolutions, regulations and polices to the public; represents the County Environmental health Division in a variety of forums.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; crawl through various areas on hands and knees; stand, walk or crouch on narrow and slippery surfaces; climb ladders, stairs, and scaffolding; ability to lift and move objects weighing up to 25 lbs; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX; use of combustible gas meter and other applicable environmental monitoring and sampling devices.

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in office, outdoor, and driving environments; some work is performed in varying temperatures and humidity; exposure to high levels of noise; some exposure to dust; exposure to hazardous waste and materials; continuous contact with other staff and the public. Incumbent may be required to drive in remote areas of the County in all weather conditions. All Mono County employees are Disaster Service Workers in the event of a disaster.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Policies and procedures of the Environmental Health Division and the Public Health Department.
- Principles of program planning, development and implementation.
- Laws, rules, regulations, requirements and procedures governing environmental health inspection and enforcement.
- Chemical, biological, physical, and environmental sciences.
- Hazardous materials inspection and control.
- Principles and practices of environmental health, including inspection, review, compliance, and consultation methods and practices.
- Functions and operations of State and Federal environmental health agencies.
- Sampling techniques and standards.
- Computers and software used in environmental inspections, investigations and administration.
- Budget management.
- Principles of management, staff supervision, training and employee evaluation.

#### **Ability to:**

- Plan, organize, direct, and coordinate the functions of the Environment Health Division in the Mono County Health Department
- Provide supervision, training and work evaluations for assigned staff.
- Assist in the management of environmental health grants, allocations, and contracts.
- Perform a wide variety of most complex environmental health and hazardous waste investigations, inspections, and enforcement.
- Collect, analyze, and interpret environmental data, reaching valid conclusions.
- Read and interpret and apply policies, regulations, and procedures regarding environmental health inspections and compliance.
- Prepare a variety of comprehensive technical reports.
- Operate a variety of office and technical equipment and computers in the performance of environmental health inspections and investigations.
- Provide guidance, and consultation on environmental problems.
- Effectively represent the Environmental Health Division of the Public Health Department in

- contacts with the public, other County staff, and other government agencies.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines. Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

**Training and Experience:**

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

Four (4) years of experience performing a variety of environmental investigations, inspections, and enforcement work, which included at least one (1) year in an administrative or supervisory capacity.

Education equivalent to graduation from a four-year college or university with a major in environmental health, biology, chemistry, physics, environmental science, or a closely related field.

**Special Requirements:**

Possession of a valid California driver's license.

Possession of a valid Environmental Health Specialist registration (REHS) issued by the California Department of Public Health.