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## **Environmental Health Director**

Environmental Health

FLSA: E

Revised Date: November 1, 2022

### **JOB SUMMARY**

This position is responsible for directing the operations, programs, and staff of the Environmental Health Department. This position performs varied management, supervisory, and enforcement duties.

### **MAJOR DUTIES**

- Plans, organizes, promotes, and oversees department activities to ensure the provision of effective environmental health programs; ensures compliance with county policies and procedures as well as with state and local regulations.
- Provides resources, guidance, education, and training to a variety of program stakeholders; develops and maintains relationships with community leaders to foster communication and engaged in collaborative relationships.
- Hires, trains, assigns, directs, supervises, evaluates, and disciplines department personnel.
- Administers and initiates department grants and contracts; identifies grant opportunities and prepares applications; manages grant funds to ensure compliance with grant requirements; oversees Board of Health contracts to ensure contracts are legally reviewed and signed, reports are submitted, and terms and conditions are fully executed.
- Develops, assesses, and implements departmental programs; submits proposals to the Board of Health and other boards as appropriate; monitors and assesses existing programs to ensure compliance with regulations and laws; follows proper protocol related to the creation and amendment of ordinances required to develop or change programs.
- Drafts and oversees the environmental health budget; recommends annual and CIP budgets to Board of Health and Board of Supervisors; monitors revenue and expenses to ensure fiscal responsibility; ensures fee schedules adequately cover department costs; researches and advises on cost saving ideas and additional sources of revenue.
- Assists the Board of Health in the planning, development, implementation, and evaluation of departmental programs and priorities; keeps the Board informed of environmental activities, concerns, and legislation impacting the county.
- Collaborates with other county departments and external organizations.
- Performs field work and data collection and analysis functions; performs soil evaluations, site assessments, and inspections of wells, septic systems, pools, and other facilities.
- Investigates complaints by collecting groundwater, surface water, and waste samples for purposes of analysis; interprets laboratory findings and provides explanations of findings and directions to ensure compliance; initiates and reviews Notices of Violations and Citations to ensure compliance with regulations.
- Issues permits for private septic and well systems as appropriate.
- Provides reports to the Board of Health and Board of Supervisors.
- Performs the duties of an Environmental Health Specialist in back-up capacity as needed.
- Performs related duties as assigned.

## KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of environmental health program administration principles.
- Knowledge of relevant laws, policies, and regulations.
- Knowledge of environmental health/science theories and practices.
- Knowledge of hydrology, soil science, disease transmission, and the practices of design and application.
- Knowledge of budget management principles.
- Knowledge of personnel management principles.
- Knowledge of computers and job-related software programs.
- Skill in strategic thinking and planning.
- Skill in gathering, analyzing, and communicating data to a variety of stakeholders.
- Skill in the use of specialized tools and field equipment.
- Skill in problem solving.
- Skill in interpersonal relations.
- Skill in oral and written communication.

## SUPERVISORY CONTROLS

The Chair of the Board of Health assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

## GUIDELINES

Guidelines include the local ordinances, state laws, contract agreements, grant guidelines, and county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

## COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, supervisory, and specialized inspection and enforcement duties. Strict regulations combined with the variety of programs to be managed contributes to the complexity of the position.
- The purpose of this position is to manage the county's environmental health programs. Success in this position helps to ensure compliance with all relevant guidelines and contributes to the health of the environment and the general public.

## CONTACTS

- Contacts are typically with coworkers, other county personnel, vendors, representatives of external organizations, elected and appointed officials, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, motivate persons, negotiate matters, and provide services.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is primarily performed while sitting at a desk or table with occasional work in the field

while intermittently sitting, standing, walking, bending, crouching, climbing, or stooping. The employee frequently lifts light (24 pounds or less) objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.

- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather and on uneven terrain. The employee may be exposed to dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, and irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

#### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Environmental Health Specialist and Administrative Assistant.

#### MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field with a minimum of 30 semester hours of basic science, including life, natural, physical, health, or environmental sciences.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Iowa for the type of vehicle or equipment operated.
- Registered Sanitarian or Registered Environmental Health Specialist with the National Environmental Health Association required within one year of employment.