

Environmental Health Field Program Coordinator



Position Description

Status

Full-Time, Nonexempt

Compensation

B25

Bargaining Unit

N/A

Reports to

Environmental Health Services Manager

Supervises

None

Position Category

Coordinator

Summary

Serves as a coordinator of the environmental health field program and acts as an expert resource to other sanitarians. This position issues permits for commercial and residential wells, septic systems, soil erosion and sedimentation control in the County to enforce Federal, State and County sanitation and environmental health laws to safeguard the public health using the Michigan Department of the Environment, Great Lakes and Energy (EGLE), Michigan Department of Health and Human Services (MDHHS) and County regulations. In addition, this position inspects commercial, residential and public locations in the county to enforce federal, state and county sanitation and environmental health laws to safeguard public health. Must be a Registered Sanitarian (RS), in the State of Michigan, or a Registered Environmental Health Specialist (REHS) in good standing.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position acts as a coach and mentor for other positions in the department.

1. Data entry of reports, changes in facility information, fees updates, licensing reviews. Maintain software database for Field Service Program. Coordinate all billing and ensure all fees are accurate.
2. Assess work assignments of staff, determine workload balance and manage frequency of inspections. Train, on-board and evaluate staff competencies based on State standards and Minimum Program Requirements (MPR's).
3. Development of Policies and Procedures as determined by the MPR's of EGLE, MDHHS and County regulations ensuring compliancy.

4. Performs quality control of all field sanitarian work ensuring MPR's and County regulations are being met.
5. Reviews and approves plans, blueprints and specifications for construction of new large commercial septic systems, alternative and advanced treatment septic systems and planned unit developments for compliance with environmental health standards.
6. Assists the sanitarians with environmental health field complaints regarding well, septic systems, surface water and Soil Erosion and Sedimentation Control (SESC) regulations with regards to State and County violations.
7. Serves as the coordinator of the environmental field service program and acts as an expert resource to other sanitarians.
8. Submits EGLE required quarterly and annual reports in addition to accreditation while meeting all MPR's.
9. Develops training and educational material for field service personnel.
10. Issues verbal and written orders to correct violations, re-inspects to insure compliance, collects samples, takes pictures, prepares reports and initiates legal action, with approval of supervisor. Testifies at hearings and in court as necessary.
11. Works with various state agencies to jointly resolve environmental and public health problems.
12. May post unsafe water supplies or unsafe bathing areas or other facilities deemed harmful to the public welfare.

Competencies

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Technology
- Organization
- The 10 Essential Public Health Services
- Public Health Core Competencies
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

This job works outside in various types of weather conditions. May be exposed to environmental hazards during the course of investigations. May work with hostile individuals during the course of investigative/enforcement functions.

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.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the work environment and operate a computer. The ability to squat, stoop, crawl, reach overhead, lift, push and pull are all required.

Travel

Travel is required throughout the county to conduct inspections.

Required Education and Experience

1. Bachelor's degree in Environmental Health with emphasis on environmental sciences and biology.
2. Five (5) years' experience in direct field services.
3. Registered Sanitarian (RS) or Registered Environmental Health Specialist (REHS) or equivalent.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____