

Environmental Health Manager



Position Description

Status

Full-Time, Exempt

Compensation

C43

Bargaining Unit

N/A

Reports to

Health Officer

Supervises

Environmental Health Staff

Position Category

Manager

Summary

This position develops, administers, coordinates and evaluates the environmental health programs of the county which conform to the goals and objectives of the department and the regulations and standards of state and federal agencies. Directs professional and support staff who are engaged in the enforcement of federal, state, and local environmental health laws and regulations, consultation and education related to a variety of environmental health issues. Responsible for the administrative functions of the Environmental Health Division.

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. Manages contracts with service providers and vendors.
2. Plans, develops, administers, and evaluates environmental health programs which conform to the goals and objectives of the department and the regulations and standards of state and federal agencies. Ensures minimum program requirements, county policies, and ordinances are met. Assumes statutory authority of the Health Officer as directed or in the absence of the Health Officer.
3. Works with the Health Officer and various community partners to identify environmental health needs and develop comprehensive programs and policies. Analyzes current environmental health services and recommends the development of new programs. May address professional organizations and/or media in reference to environmental health issues.
4. Participates in the interviewing and selection of employees and oversees personnel management functions including training, assigning functions, scheduling, reviewing and evaluating performance, and addressing employee relations issues.
5. Interprets all laws, codes and, standards relevant to environmental health policy. Provides technical guidance and assistance to professional staff, other public agencies, and private citizens on environmental health programs and related public health matters.

6. Establishes program priorities and schedules inspections of public and private facilities to determine conformance to minimum environmental standards, and to ensure appropriate enforcement of all applicable codes, laws, and standards. Monitors case progress and ensures timely completion of inspection reports. Evaluates inspection reports and seeks voluntary compliance of involved individuals. As necessary, orders closure, abandonment of facilities, or initiates legal action to protect the environment and public health.
7. Develops, revises, and implements procedures and policies for the environmental health division. Drafts and revises operating policies, inspection practices, and reporting mechanisms. Drafts environmental health code revisions.
8. Coordinates the review and oversight of cases involving permit denial, enforcement action, or legal action. Coordinates administrative hearings and testifies at court proceedings related to licensing and permitting activities, food service issues, and appeals of permits denied.
9. Provides division budgeting recommendations and participates in the planning and preparation of the division budget. Authorizes and monitors budget expenditures throughout the year to ensure expenditures are within budget limits.

Competencies

Competencies are listed below.

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

Supervisory Responsibility

This position directly supervises the Environmental Health staff.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets. Potential exposure to hazardous agents is possible during the course of investigations or emergency situations.

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 office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

Travel

Travel is required to access County buildings and throughout the county as needed during inspections or enforcement tasks.

Required Education and Experience

1. Bachelor's Degree in Public Health, Environmental Health or a related field.
2. Possession of current registration as a Sanitarian in the State of Michigan or as a Registered Environmental Health Specialist from the National Environmental Health Association.
3. Five (5) years' experience as a Sanitarian.
4. Must possess a valid Michigan Driver's License.

Preferred Education and Experience

1. Master's Degree in Public Health, Environmental Health or a related field.
2. Five (5) years' experience as a Sanitarian preferably including at least two years of supervisory experience.

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 _____