



October 22, 2024

JOB POSTING

POSITION AVAILABLE: DIRECTOR OF ENVIRONMENTAL

A full-time position is available in the Administration Division

HOURS: Monday – Friday 8:00am– 4:30pm additional hours may be needed on weekends or after hours. On call hours are required on rotating basis or as needed.

MINIMUM QUALIFICATIONS:

Completion of undergraduate degree at an accredited college or university in environmental science, or related science; and at least three (3) years related experience; management/supervision experience, or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities. Knowledge of state, local, and federal environmental health laws, codes, regulations, and related processes. Must be able to read, write, speak, and understand the English language

LICENSURE:

Must be a registered environmental health specialist licensed by the State Board of Sanitarian Registration in accordance with O.R.C. Chapter 4736; must possess and maintain a valid Ohio driver's license; must meet the requirements for being insured by the Health District's insurance provider.

ESSENTIAL FUNCTIONS OF POSITION:

- Plans, develops, implements, directs, and coordinates entire environmental health program for local community businesses, operations and agencies within the Health District's jurisdiction including but not limited to food service operations, home sewage disposal, parks and campgrounds, pools, spas, and beaches, schools, manufactured home parks, solid waste, private water supplies, public health nuisances, animal bite/rabies control, tattoo and body piercing establishments, smoke free workplace, etc. (e.g., establishes inspection, gathering, and analysis techniques and procedures; establishes goals and objectives, annually; develops, implements, and monitors programs and services; analyzes the effectiveness of department programs, activities and strategies and recommends revisions to department programs, services, and/or activities based on evaluation; assesses programs and assists with determining ongoing environmental health service needs for the community; identifies program strengths and weaknesses; establishes, monitors, and maintains performance standards; oversees and directs the implementation of environmental health programs, services, and activities including but not limited to on-site inspections and investigations, license application approval, investigation and resolution of complaints, community consultation and interpretation of rules and laws, compliance plan reviews, correspondence and recordkeeping systems; develops Environmental Health policies and procedures; oversees quality and consistency of environmental health programs; determines necessary staffing and recommends staffing levels; oversees the maintenance of department records; participates and leads in

accreditation process; etc.); monitors budgetary and funding matters and obtains and allocates resources (e.g., analyzes fiscal operations and recommends modifications; recommends and monitors purchases and expenditures; seeks grants and other funding sources; prepares and submits grants; administers grants and prepares applicable documentation; submits financial transactions to State agencies; uses daily activity logs to calculate fees for the next year; contracts with other agencies for funding as needed; etc.); operates department within budgetary limits; participates in the development of agency-wide policy; participates in long-range planning for the agency (e.g., problem analysis and resolution; service and program analysis; facility planning; identifies agency goals; etc.); participates in agency-wide budget preparation (e.g., forecasts future budgetary needs; analyzes and recommends resource allocations; etc.); attends and participates in management team meetings.

- Supervises subordinate personnel (e.g., schedules employee work tasks; assigns tasks; interviews applicants for vacancies and effectively recommends selection for employment; monitors orientation, in-service, and development training of department employees and trains employees; oversees effective communication of information and current trends to all department employees; monitors the work of employees to ensure completion in timely manner and compliance with policies and procedures; enforces policies and procedures; effectively recommends discipline when appropriate; evaluates performance and maintains proper records; effectively recommends pay assignments; provides direction, assistance, and consultation to subordinate personnel, as needed; receives and resolves employee complaints; reviews employee time sheets and authorizes overtime and leave requests in accordance with policy and procedures; etc.).
- Collaborates effectively with community agencies providing technical and administrative assistance to public officials concerning environmental health programs; works with public officials and civic and professional groups to promote improved environmental health programs (e.g., develops and implements cooperative events and programs with community groups; coordinates community participation in program planning; visits community organizations to present programs and services; participates in community activities as a representative of the agency; resolves complaints and concerns; prepares news releases; etc.); prepares and delivers speeches before public, civic, and professional groups concerning environmental health and sanitation programs as needed; drives motor vehicle to and from events.
- Writes detailed administrative, technical, informative reports concerning environmental health and sanitation matters (e.g., compiles department statistics, analyzes, and prepares reports including but not limited to environmental annual report; issues evaluation letters, inspection reports and orders as warranted; etc.); uses computers and computer systems (including hardware and software) to set up functions, enter data, and/or process information (e.g., uses HDIS to update the inspection database; uses Microsoft Outlook to send and receive electronic mail; uses Microsoft Excel to develop and maintain spreadsheets; uses software to access license information and program reports; etc.).
- Performs environmental health and sanitation inspections (e.g., food inspections, solid waste inspections; etc.) and investigations to ensure and enforce compliance with applicable State and local environmental health laws and regulations, as needed (e.g., identifies needs, deficiencies, and public health implications; assesses and recommends methods and/or develops plans for attaining compliance; performs reinspection as needed; collects fees due for inspections; drives motor vehicle to and from inspections; lifts, pushes, and pulls concrete septic tank lids weighing approximately 40 pounds; lifts

storage boxes weighing approximately 40 pounds; carries laser level weighing approximately 25 pounds; etc.); collects environmental samples for testing; performs environmental testing to determine non-compliance with insanitary abatement standards and applies agency's standardized methodology to enforce State and local laws and regulations for abatement of insanitary conditions; receives and reviews plans, reports, applications and correspondence (e.g., makes recommendations; issues permits; etc.); initiates enforcement activities and files court charges as necessary; maintains files and records of inspections and consultations.

Please submit resume and application to Bethany Brown, MSN, RN Health Commissioner at 2000 Countryside Dr. Fremont, OH 43420 or email bbrown@scpublichealth.com until position filled.