

## ENVIRONMENTAL HEALTH SUPERVISOR

### FUNCTION OF THE JOB

Under direction, to assist in the planning, development, operation and supervision of environmental health programs and staff; and to perform other duties as required.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Participates in coordinating, monitoring, evaluating and scheduling of environmental health programs and staff in the areas of private water systems, private sewage systems, and the laboratory, and in the planning, development and implementation of policies and procedures.
2. Plans, develops, researches and implements short and long term environmental health programs as service demands require.
3. Provides direction, consultation, and assistance to staff in areas such as program operation, administrative codes, regulations, and training.
4. Participates in and makes recommendations on the selection of staff through the screening of applications and interviewing of prospective employees.
5. Directs, supervises, assigns, trains, and evaluates the work of staff and handles any personnel problems of the staff.
6. Performs field consultations, evaluations, and inspections.
7. Participates in the development, revision, and update of the Waukesha County Ordinances and environmental health policies.
8. Participates in preparing the environmental health budget; assists in determining program fee levels; assists in preparing fee-for-service contracts.
9. Reviews and evaluates violations of Waukesha County ordinances, issues citations, and initiates legal action with Corporation Counsel and the District Attorney when warranted; and serves as witness when required.
10. Assists with and oversees the Private Onsite Wastewater Treatment Program; reviews and approves proposed private sewage system plans for residential and commercial buildings in the County; reviews and approves construction plans for new or remodeled food establishments; participates in the review of proposed subdivision plats.
11. Assists in facilitating the Southeast Wisconsin Radon Information Center grant; provides information, education, and radon test kits to the public and local health agencies; promotes radon awareness by participating in health fairs, interviews, preparing newspaper articles, etc.
12. Assists with and oversees the Department's involvement with the Safe Drinking Water Act.
13. Consults with state and local agencies, contractors, community groups and the general public regarding environmental health issues; interprets program policies and related regulations; resolves problems and concerns.
14. Assists in the administration and implementation of computerized processes and databases.
15. Assists with laboratory responsibilities.
16. Reviews, recommends, and coordinates the purchase and use of environmental health and laboratory supplies.
17. Makes presentations to various groups regarding sanitation and environmental health programs.
18. Assists in the preparation of environmental health grant applications; reviews and amends applications; prepares and submits required activity reports.
19. Prepares and maintains accurate records and reports; researches, prepares, interprets, and presents data and other program activity information.
20. Participates in emergency response activities.
21. Establishes and maintains effective working relationships with department staff, representatives of state and local governments, contractors, Realtors and the general public.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES (continued)

22. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of modern principles, practices, and procedures used in the design, inspection, and evaluation of environmental health programs, especially private water and sewage systems.
2. Comprehensive knowledge of applicable laws, codes, and regulations pertaining to environmental health and enforcement procedures.
3. Considerable knowledge of supervisory and managerial principles and practices.
4. Working knowledge of computerized department software, internet access, and database, spreadsheet, and word processing programs.
5. Working knowledge of standard office equipment, including telephones, fax machines, keyboards, copiers, printers, scanners, shredders, and department/division specific equipment.
6. Ability to maintain uniform countywide compliance with applicable codes, laws, and regulations.
7. Ability to administer and analyze existing programs; research new requirements and initiatives, and develop, maintain, update and implement policies and procedures.
8. Ability to plan, organize, supervise, and handle personnel problems of the staff.
9. Ability to secure pertinent information through program reviews and inspections, analyze, and make recommendations based on this information.
10. Ability to establish and maintain effective working relationships with department staff, representative of state and local governments, community agencies and the general public.
11. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic and professional backgrounds, and persons of all ages and lifestyles.
12. Ability to analyze costs of providing services and to project revenues and fees for services to cover costs.
13. Ability to analyze and interpret information, data, policies and regulations, make appropriate decisions, and resolve problems.
14. Ability to utilize word processing, database, and spreadsheet programs.
15. Ability to communicate effectively both verbally and in writing.
16. Ability to prepare and maintain accurate records and reports.

Training and Experience

1. Graduation from a recognized college or university with a Bachelor's Degree in environmental health or closely related field.
2. Two years of progressively responsible experience in environmental health.
3. Registration or eligibility for registration as a sanitarian in Wisconsin.
4. Certification within six (6) months of employment from the State of Wisconsin as a certified soil tester, Plumbing Inspector II, and DNR Well Inspector Levels 3 and 5.