

ENVIRONMENTAL HEALTH MANAGER

FUNCTION OF THE JOB

Under direction, to serve as the head of the Environmental Health Division of the Parks and Land Use Department; to be responsible for the planning, development, coordination, operation, and supervision of Countywide environmental health programs; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Directs, plans, develops, recommends, and implements environmental health programs such as private sewage and water supply, radon, inspection and licensing of public establishments, humane animal control, hazardous materials, and human health hazards.
2. Promotes awareness of countywide environmental health concerns; develops and maintains programs to ensure the enforcement of public health laws and regulations related to environmental health programs.
3. Reviews and evaluates environmental health programs, goals, and objectives; modifies programs to ensure appropriate level and type of service; plans, develops and implements policies and procedures.
4. Directs and supervises the activities of the County's public establishment inspection and licensing, hazardous materials, groundwater, and humane animal programs.
5. Directs the activities of the private water and sewage programs and of the environmental health laboratory.
6. Prepares the environmental health division budget; implements approved expenditures; assists in the development and implementation of the department strategic plan.
7. Supervises the preparation of grants; reviews and recommends approval of grant applications.
8. Supervises the appropriate legal enforcement actions of the division; may issue Temporary Orders to cease public establishment permitted operations.
9. Directs the selection, supervision, and evaluation of the environmental health staff; evaluates employee performance and handles any personnel problems of the staff.
10. Serves as a representative of the environmental health program to the general public, community agencies, and professional groups; provides presentations and media contact.
11. Directs the revision and update of the environmental health policy manual and supervises the input of revisions to County code and ordinances.
12. Provides consultation and assistance to staff regarding environmental health issues, which may include investigation, community education and public health laws and regulations.
13. Oversees the computerized licensing and inspection program.
14. Conducts foodborne illness outbreak investigations, and coordinates activities and information with physicians, public health personnel, and appropriate state and federal agencies.
15. Plans, develops, and effectively presents ideas, concepts, and recommendations to various committees, the County Board, and state associations and commissions.
16. Establishes and maintains effective working relationships with employees, representatives of state and local governments, public health officials, professional groups, and the general public.
17. Oversees in-service training and staff development programs for the environmental health staff.
18. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of modern principles, practices, procedures, and technology used in the design, administration, and evaluation of environmental health programs.
2. Thorough knowledge of applicable laws, codes, and regulations pertaining to environmental health and enforcement procedures.
3. Comprehensive knowledge of supervisory, managerial, and administrative principles, practices and procedures.
4. Considerable knowledge of the modern principles, practices, and procedures used in hazardous materials management
5. Considerable knowledge of the modern principles, practices, and procedures used in the humane animal program.
6. Considerable knowledge of the modern principles, practices, and procedures used in groundwater program.
7. Ability to implement and manage grant supported programs.
8. Ability to plan, organize, supervise, and evaluate the work of staff.
9. Ability to plan, organize, implement, and evaluate environmental health programs.
10. Ability to effectively promote compliance with public health laws and regulations.
11. Ability to plan, organize, and effectively present ideas and concepts to various committees and commissions.
12. Ability to establish and maintain effective working relationships with employees, representatives of state and local governments, public health officials, professional groups, and the general public.
13. 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.

Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in bacteriology, biology, environmental health, or closely related field.
2. Four (4) years of progressively responsible experience in environmental health including one year in a supervisory or administrative capacity.
3. Registered Sanitarian through the State of Wisconsin, or Registered Environmental Health Sanitarian through the National Environmental Health Association.
4. A master's degree from a recognized college or university in public health or closely related field may be substituted for one (1) year of the work experience requirement.