

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: DIVISION DIRECTOR - ENVIRONMENTAL HEALTH
CLASS CODE: 1052

FLSA STATUS: EXEMPT
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 7/03/2014 (REVISED 4/18/2006 VERSION)
DEPARTMENT: HEALTH

JOB SUMMARY

Supervises activities of the Environmental Health Division, and implements efficient methods and procedures to meet Environmental Health needs in Utah County. Also represents the Utah County Health Department at State and local meetings on environmental health issues.

ESSENTIAL FUNCTIONS

Supervises all division activities and personnel.

Prepares and submits the division's budget; approves and tracks expenditures.

Makes staffing decisions for assigned personnel including hiring, training, performance evaluation, scheduling of work load, and retention of assigned personnel.

Assists Environmental Health Scientists and other division employees in interpreting rules and regulations.

Identifies and works with appropriate personnel and agencies in Utah County that have environmental problems that may threaten public health.

Reviews inspection reports completed by Environmental Health Inspectors including inspections of food, waste, water, and swimming pools.

Reviews water surveys and responds to complaints.

Resolves a variety of environmental health enforcement problems.

Determines office procedures and assigns activities for Environmental Health Scientists.

Interprets environmental health regulations.

Determines when hearings are required.

Determines future status of establishments' health permits based on hearings.

Attends state and local meetings on environmental health issues.

Acts as an expert advisor for all Environmental Health programs.

Responds to and investigates complaints, including after hour emergencies.

Discussed non-compliance issues with owners / operators.

Provides environmental health information to businesses, contractors, regulators, government officials, and public.

Performs on-site inspections and surveys.

Conducts interviews, evaluations, studies, and research.

Evaluates environmental health programs and implements changes as deemed appropriate.

Performs safety inspections for the Utah County Health Department; serves as safety officer for the Health Dept.

Represents the Health Department on committees and boards that develop health codes, rules, laws and regulations.

Responds to public health emergencies as required by the department or division administration.

Carries provided pager, cellular phone, or other emergency communication devices during all work hours and at all other times when unavailable by phone at home.

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PAGE 2

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: the field of environmental health and current health codes, laws, regulations and guidelines; and supervisory techniques.

Skill in: using computers; written and verbal communication; preparing detailed and comprehensive reports and hearing findings.

Ability to: apply general environmental health knowledge to specific situations; read and evaluate the following types of plans: wastewater systems, water systems, food service establishments, pools, schools, and other miscellaneous regulated facilities; deal with stressful and confrontational situations while maintaining professional standards; supervise a broad range of environmental health work; maintain cooperative relationships with those contacted in the course of work activities; provide leadership, delegate, and negotiate.

PHYSICAL DEMANDS

Typically: sit at a desk or table.

Regularly: lifts, or otherwise moves objects weighing up to 50 pounds; drive a motor vehicle; work for sustained periods of time maintaining concentrated attention to detail; and needs to distinguish between shades of color.

Occasionally: lifts, or otherwise moves objects weighing up to 100 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is usually performed in an office, library, computer room, or other environmentally controlled room; Work may expose incumbent to contagious or infectious diseases or hazardous chemicals; Work is occasionally performed outdoors in hot, cold, or inclement weather; Work may expose incumbent to unknown, dangerous, and/or life-threatening conditions; Work is occasionally performed for sustained periods outdoors and in hot, cold, or inclement weather; and Work exposes incumbent to possible bodily injury from spending time at construction sites.

EDUCATION AND EXPERIENCE

Equivalent to a Master's degree in an environmental health related field, including 30 hours in natural sciences; and Four (4) years work experience as an Environmental Health Scientist of which Two (2) of these years must be in a supervisory or administrative capacity. Selected applicants are subject to, and must pass, a full background check.

LICENSING AND CERTIFICATION

Current State license as an Environmental Health Scientist; Successful completion of 30 CEU hours every two (2) years; and Must possess a valid State of Utah driver's license.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.