

ENVIRONMENTAL HEALTH DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves policy development and implementation in the Environmental Health Division of the Public Health Department. The work involves planning, direction, supervision and administration of all Environmental Health programs within the Health Department. Direct supervision is given to technical and clerical staff. Acts as interdepartmental liaison with Federal, State and local agencies in matters of Environmental Health. Is responsible for the interpretation and compliance with Federal, State and local laws, rules, regulations and guidelines involving Environmental Health. General direction and supervision is received from the County Public Health Director. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Responsible for the effective operation of the Health Department's environmental division and associated partnering environmental divisions;

Develops, supervises and administers all Environmental Health activities within the department;

Prepares short and long range plans and reports to obtain Federal, State and local funding for environmental health programs;

Assist with preparation of grant work plans;

Provide input and data for related grants, state aid and local budget;

Provide oversight and assist with all aspects of the Health Dept. lab;

Attends and/or participates in professional seminars, conferences and programs;

Represents the environmental division in conferences and meetings related to health system planning and development including meetings with other community providers, community groups, regional and state organizations and Board of Health;

Assists in the preparation of program related public relations material;

Responds to news media, government and business officials, state and local agencies, and community groups, regarding environmental health programs and activities;

Reviews and collaborates with County and contract Engineers on approvals of engineering plans submitted by registered architects and/or licensed professional engineers for compliance with local and state sanitary regulations;

Reviews inspection reports related to swimming and bathing places, stream pollution, shellfish distribution, sanitary conditions of camps, temporary residences, mobile homes parks, food, restaurant and general sanitation, animal bite investigations, and public health nuisances;

Performs related administrative functions;

Interprets the results of chemical and bacteriological examinations of water, wastewater, and industrial wastes;

Coordinates all environmental health enforcement activities and initiates legal action, as required;

Coordinates the activities of environmental staff during environmental emergencies such as natural disasters, toxic materials exposure and foodborne illnesses;

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TYPICAL WORK ACTIVITIES, Cont'd:

Confers with local officials relative to environmental health problems relating to public water, etc.;

Performs special investigations/surveys relating to any phase of public health engineering or environmental health, as required.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS: Thorough knowledge of the principles, practices and techniques of public health and environmental engineering. Thorough knowledge of public health law, New York State Sanitary Code, regulations, policies and procedures. Good oral and written communication skills. Ability to plan, develop, direct and administer environmental health programs. Tact and courtesy; integrity; good judgment.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

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MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND:**

- A) Possession of a Master's degree from a regionally accredited or New York State registered college or university in sanitary, environmental, chemical, civil or public health engineering or a related engineering field; AND must have one (1) year of supervisory experience;

OR

- B) Possession of a Baccalaureate degree from a regionally accredited or New York State registered college or university in sanitary, environmental, chemical, civil or public health engineering or a related engineering field; or a Bachelor's degree or higher from a regionally accredited or New York State registered college or university with thirty (30) credit hours in the natural sciences, of which not more than twelve (12) credit hours may be in the applied sciences; AND must have two (2) years of supervisory experience.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

Possession of a valid NYS Drivers license.

Competitive Class

Adopted 8/21/12

Revised 4/15/16

Revised 5/9/16

Revised 3/28/19

Revised 5/16/22