

NORTHAMPTON COUNTY HEALTH DEPARTMENT
NOTIFICATION OF VACANCY

Department: Northampton County Health Department

Position Title: Environmental Health Supervisor I

Position Grade: 71

Normal Hiring Range: \$55,000.00 - Negotiable

Posting Date: 09/14/2023

Contact: Cheryl Warren

Deadline for Applying: Until Filled

See attached for detailed job description.

Mail State PD-107 applications to: Northampton County Health Department
Att: Cheryl Warren
P.O. Box 635
Jackson, NC 27845

MUST SUBMIT STATE APPLICATION PD-107

**Northampton County is an Equal Opportunity Employer and Hires Only U.S. Citizens and Lawfully Admitted Aliens.
Northampton County is a Drug-Free Workplace. All Candidates Will Be Subject to Background Checks/Drug Testing
as A Condition of Employment**

Position # 511-56-701

Environmental Health Supervisor I

I. A. Primary Purpose of Organizational Unit:

To protect the public health of the citizens of Northampton County through education, surveillance, consultation, inspection and enforcement of state and local environmental health laws and regulations.

B. Primary Purpose of Position:

The primary purpose of this job is to maintain acceptable levels of sanitation in all applicable food, lodging and institutional establishments, private water supplies and sewage disposal systems. Provide direction, management and supervision to Environmental Health staff which consists of up to two sanitarians and one office assistant. To formulate and administrate budgetary guidance and set goals for the Environmental Health Program.

C. Work Schedule:

Monday thru Friday, 8:30am to 5:00pm. Work schedule may vary, including after hours and weekends to meet the demands of citizens.

Public Health is a first responder agency for natural disasters (e.g., hurricanes, tornadoes, floods, winter storms), naturally occurring infectious disease outbreaks, (e.g., influenza, SARS,) technological hazards (hazardous materials releases, critical infrastructure disruptions, and terrorist incidents. This position, like all other positions within the department may be required to participate in any emergency response activities as deemed necessary by the Health Director or her designee. Availability during emergencies and exercises is required.

II. A. Description of Responsibilities and Duties:

7. 40% Environmental Health Supervisor is responsible for the operation, supervision, and management of Environmental Health. Responsible for resolving situations involving clients who are discontent with decisions that have been made by personnel. Must have keen communication skills and the ability to diffuse angry clients. Investigate environmental health-related complaints. Responsible for planning work operations in the Environmental Control Program, setting priorities, establishing goals for environmental control staff. Responsible for projecting needs of personnel, of space and facilities, of equipment and replacement thereof. Provides justification for presentation to Board of Health and County Commissioners. Responsible for assigning and maintaining work balance within the environmental health unit and make changes to accomplish the assigned mission. Project budget needs and work within budgetary constraints to accomplish expected results within the environmental health units. Presents justification to the Health Director for additional funding if required. Coordinate training needs of environmental health staff. Serves as a resource to all health department programs as it relates to environmental health. Understands and interprets local administrative policies, procedures and rules to assure that work is carried out according to written standards. Evaluates, counsels and disciplines staff according to policy. Assist Health Director and Business Officer with recruitment of environmental staff. Represents environmental health on the health department management team. Records daily activities report, assist in the maintenance of records, files and letter writing. Consults with supervisor, environmental staff as it relates to specific situational problems. Responsible for record keeping of time sheets, leave request, performance appraisal and merit projections to Health Director of all applicable staff.

2. 40% Must be able to function as an Environmental Health Specialist and perform field duties in a variety of Environmental Health Programs (including but not limited to Onsite Wastewater, Private Wells, Food and Lodging, Pools, and Child Care and School Sanitation) and maintain registration requirements as a Registered Environmental Health Specialist. This position will also backup other Environmental Health staff when employees are out of the office on vacation or other extended absences. Attend training seminars conducted by the NC Dept of Environment and Natural Resources, UNC School of Public Health, CDC and other agencies as required and assigned and obtain the minimum of 15 hours of continuing education as required to maintain registration.
3. 10% Give employees guidance in ongoing training and encourage each employee to take their own initiative in planning for future training. Employee assures guidelines used by subordinates to plan daily work activities. Make frequent assignments of special work, tasks with specific deadlines. Also, complete performance reviews of all employees and make recommendations in areas where improvement is needed. Employee is responsible for counseling Environmental employees in disciplinary situations, which are done jointly with the Health Director. New employee selection for Environmental Health is done by a panel, but this position's input is of primary importance. Employee is responsible for justifying new position requests and for preparing job descriptions for new positions. As needed, new positions are planned for, from a projected work need assignment. Orientation of new employees begins with a consultation on agency policies, expectations of a new employee's performance, overview of state rules, and basic record keeping and documentation. Review employees' progress on frequent basis by looking at completed work and by visiting work on site. This position ensures that field training is provided to newly hired staff and that all staff receives appropriate training for their fields of expertise. Employee also initiates and supports the development of specialized training programs for employees and community members. Employee is responsible for ensuring that staff know and follow program, state and local laws and regulations that relates to Environmental and ensures that quality and quantity standards for all staff are reviewed and met by staff. Also responsible for ensuring that all staff are aware of rule and law changes on a regular basis.
5. 5% Quality assurance of staff work is determined by review of completed work and occasional review of work on site. Work is reviewed to determine compliance with state and local regulations to ensure that program objectives and standards are met or exceeded by employees. Must plan for and justify capital expenditure budget requests to Health Director. Employee develops work schedules, assigns work and makes changes to balance workload. When requested by Health Director, presents information to the Board of Health for development of new policies and/or rules.
6. 5% Perform other duties as assigned.

III. 1. **Accuracy Required in Work:**

All phases of this position require extreme accuracy designing sewage disposal systems, making inspections of food, lodging and institutions, investigating complaints, using correct procedures in collecting water samples, etc.

2. **Consequence of Error:**

There are many consequences such as law suits, failing sewage systems, monetary loss due to errors made in misinterpreting rules and regulations and failing to take proper action could cause sickness or disease.

3. **Instructions Provided to Employee:**

General instructions both verbal and written giving established procedures and policies are given to employees. Both are detailed, some general, and some specific. Employees work relatively independent on their assignments.

4. Guides, Regulations, Policies and References Used by Employee:

NC Dept of Environment and Natural Resources, Division of Environmental Health Rules Governing the Sanitation of: Restaurants and other Food Handling Establishments, Meat Markets, Hospitals, Rest/Nursing Homes, Schools, Local Confinement Facilities, Residential Care Home, Child Day Care Facilities, Lodging Establishments, Bed and Breakfast Establishments, Swimming Pools and Sanitary Sewage Collections, Treatment and Disposal. Policies adopted by the Division of Environmental Health and Northampton County. Ordinances adopted by the Northampton County Board of Health, Procedures and Practices of Northampton County Health Department and for NC Local Governments.

5. Supervision Received by Employee:

Supervision by Health Director, most work is done independently without direct supervision. Annual performance evaluation.

6. Variety and Purpose of Personal Contacts:

Personal contact consists of others in the health dept, telephone contact, radio contact, septic tanks contractors, property owners, managers of businesses and institutions, the general public and other county employees. The most difficult problems that arise are when owners/operators do not comply with the rules and regulations or they receive a low grade; also, property owners become upset when improvement permits are denied for a sewage disposal system.

7. Physical Effort:

The physical effort required in this job includes: walking, bending, boring holes with an auger to a depth of 48 inches and lifting well covers. Most, if not all the above is required daily.

8. Work Environment and Conditions:

Time is spent daily in the office; otherwise work is performed outside the health dept, working outside in both hot and cold weather extremes, rain or shine. In addition, difficult terrain or filth are encountered. Employees have contact with antagonistic and uncooperative persons and decisions rendered in some cases result in considerable emotional stress. Infrequently there may be the potential of encountering harmful acts from others. In that event, the Sheriff's Dept is available to assist.

9. Machines, Tools, Instruments, Equipment and Materials Used:

Primary tools used are: auger, engineers' level, probe, thermometers, chlorine test papers, light meter, tile probe, measuring tape, telephone, radio, calculator, copier, fax.

10. Visual Attention, Mental Concentration and Manipulative Skills:

During an evaluation of a lot for sewage system, an inspection of a food/lodging establishment or institution, investigating a complaint, and making well inspections, much attention and concentration is required for details so that it can be put down on paper afterwards.

11. Safety for Others:

Northampton County Health Department Safety Manual is accessible to all employees. Covers Responsibilities and Authority, Employee Awareness, Maintenance of a Safe Work Environment, Emergency Planning, Preventive Services, Protective Materials, Chemical Hygiene, Bloodborne Pathogens Exposure Control, Record Keeping and Communication of Hazards.

12. Dynamics of Work:

Changes are frequently made to the State Rules and Regulations and improvements made to local policies and procedures, which must be implemented into the daily routine as they occur.

IV. A. Knowledge, Skills and Abilities:

Considerable knowledge of environmental health laws, rules and procedures, as well as a complete understanding of the concepts of public health law. Considerable knowledge of microbiology, biology, chemistry, food science, epidemiology, soil science, entomology, and basic engineering technology as applied to environmental health practices. General knowledge of community resources. General knowledge of the responsibilities of other agencies relating to environmental health. General knowledge of the interrelationship between socio-economic factors and environmental health concerns. Considerable knowledge of the design of on-site waste water treatment systems, protection of water supplies, food sanitation, food borne disease, communicable diseases, vector control, solid waste management and institutional sanitation. Considerable knowledge of inspection methods and investigation techniques as applied in environmental health. Basic knowledge of office administrative management practices, including personnel policies and procedures. Basic knowledge of department budgetary processes. Ability to analyze and comprehend a wide variety of technical and administrative regulations, records and reports. Ability to exercise sound judgment and deal tactfully with a wide range of public contacts while enforcing public health laws and regulations. Ability to motivate and educate business and property owners and the consuming public in matters relating to protecting and promoting public health. Ability to present formal environmental health training programs. Ability to develop and express ideas and opinions concisely, comprehensively and clearly in oral and written form. Ability to independently plan and schedule work activities. Ability to apply environmental health knowledge and techniques in the investigation of environmental health problems. Ability to independently plan, develop and implement a basic environmental health program. Ability to establish and maintain working relationships with public and private groups. Ability to assess the need for and promote programs to meet community environmental health needs.

B. Required Minimum Training:

Two years of experience at the Sanitarian level in a health department. 15 CEU. OSHA Training. Optional CPR.

C. License or Certification Required by Statute or Regulation:

Registered as a sanitarian by the North Carolina State Board of Sanitarian Examiners. Valid NC Driver's License.