

DIRECTOR OF ENVIRONMENTAL HEALTH SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for administering the county environmental health program, including overseeing technical work involving application of physical, biological and social sciences for detection, evaluation, control and management of factors in the environment that influence health. Responsibilities include planning, development, implementation, and evaluation of specialized environmental programs and overseeing environmental investigations. Duties include frequent contact with a variety of professional and technical personnel as well as public officials to ensure compliance with applicable laws, rules, codes and policies. Work is performed under general supervision of the Commissioner of Health or Public Health Director, with wide leeway allowed for the exercise of independent judgment in carrying out details of the work. Supervision is exercised over the work of subordinate staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, develops, implements and evaluates a variety of environmental health programs, including all state mandated core programs and locally adopted programs to ensure compliance with applicable standards of public health and safety;

Promulgates policies and procedures that effect the efficient and effective facilitation of the County's environmental health programs;

Assigns, directs, reviews and evaluates the work of Environmental Health staff;

Consults with professional and technical staff regarding activities related to their duties and responsibilities;

Develops and submits the Division budget, and administers the approved budget;

Meets with other County departments/agencies regarding major policy and program management;

Consults with public officials and the general public regarding issues related to environmental health;

Performs environmental health field-work including on-site supervision, investigations, tests and diagnosing and resolving difficult problems;

Attends training from the New York State Department of Health as required;

Prepares a variety of records and reports;

Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern principles and

practices of environmental health administration; thorough knowledge of federal, state, and local laws, rules, regulations and sanitary codes; good knowledge of natural science and mathematics; good knowledge of budget preparation and administration; working knowledge of public information and public relations techniques; ability to plan, organize, coordinate, administer and evaluate the effectiveness of program plans and provision of services related to environmental health; ability to prepare budgets, operating reports and a variety of other reports relative to program activities; ability to plan and supervise the work of others; ability to understand and interpret complex oral instructions and/or written directions; ability to inspect for and detect environmental health problems and hazards; ability to establish and maintain effective working relationships; ability to deal effectively with the public.

MINIMUM QUALIFICATIONS: Either

- a) Bachelors degree in sanitary, environmental, chemical, civil or public health engineering or a related engineering field, and five (5) years of experience applying engineering principles and practices to detect, evaluate, control and manage aspects of the environment affecting public health, two (2) years of which must have included supervisory or management-level responsibility; or
- b) Bachelors degree with at least thirty (30) credit hours in natural sciences, of which no more than twelve (12) credit hours may be in applied sciences, and five (5) years of environmental health experience, two (2) years of which must have included supervisory or management-level responsibility; or
- c) An equivalent combination of training and education as defined by the limits of a) and b).

PROMOTIONAL QUALIFICATIONS*: Two (2) years of experience as a Senior Public Health Sanitarian.

* Per New York Codes, Rules and Regulations (NYCRR), Title 10, Part 11, §11.112.

SUBSTITUTION NOTE: A Masters degree in public or environmental health or a related field may be substituted for two (2) years of the required environmental health.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SPECIAL REQUIREMENT:

Access to transportation may be required to complete possible field work assignments in a timely and efficient manner.