Southwest Utah Public Health Department

Job Description: ENVIRONMENTAL HEALTH DIRECTOR

General Purpose:

Directs the overall operations of the Environmental Health Division for the Southwest Utah Public Health Department. Performs a variety of professional, administrative, and complex technical duties related to the planning, organizing, directing, coordinating, and controlling district-wide environmental health programs, services, and regulatory functions.

Supervision Received:

Works under the broad policy guidance and direction of the Deputy Health Officer.

Supervision Exercised:

Provides close to general supervision to Environmental Health Scientist(s), Water Lab Technician(s), and Environmental Health Clerk(s).

Essential Functions:

Requests recruitment needs and participates in selection process for staff member(s), reviews and monitors overall division performance, develops and implements policies and procedures relating to Environmental Health, develops budget proposals, and monitors compliance with established division budget.

Manages all aspects of division, public relations, and outreach functions; interprets state and federal codes and guidelines; develops processes and procedures designed to enhance efficiency and effectiveness of Environmental Health outreach, educational, and regulatory efforts; resolves complex issues related to compliance with various guidelines; researches law, codes, statutes, consults with Deputy Health Officer regarding legal matters and opinions; and writes new procedures as approved by the Director/Health Officer.

Manages day-to-day operations of the division; directs Environmental Health Scientist(s); coordinates staff training and certification compliance; determines performance standards; assigns special projects and distributes work load; evaluates worker performance; and makes recommendations affecting job retention, discipline, and discharge.

Plans, organizes, directs, and coordinates district-wide compliance with Environmental Health laws, programs, and regulations related to food service, onsite wastewater, culinary water, public swimming pools, nuisance complaints, subdivision infrastructure, indoor clean air, solid waste/landfill, hazardous waste, recreation facilities, sanitation, day care facilities, watershed, etc. Directs or conducts risk assessments of environmental issues, determines appropriate remedies, establishes priorities, and utilizes various planning models to identify trends and forecast future needs and impact.

Reviews percolation and soil test results, onsite wastewater plans and designs, and inspects onsite wastewater systems. Assures compliance with state regulations, reviews complaints of failed wastewater systems, and makes decisions related to deposits into landfills. Responds to department-wide hazardous
waste spills, fires, hazards, and determines degree of hazard and level of contamination. Monitors cleanup and disposal of materials in cooperation with Utah Department of Environmental Quality (DEQ) personnel.

Receives and processes complaints related to water, bacteria, disease, burning, pollution of streams or reservoirs, viruses, rabies, hepatitis outbreaks, food poisoning, etc. Conducts investigations and determines appropriate remedies; coordinates various resources as needed; delivers public addresses to staff, general public, board members etc.; and teaches food handler classes.

Performs various inspections and certifications of homes and businesses to detect radon gas, waste pollution, soil contamination, household hazardous material, etc.; monitors indoor air quality; coordinates with various agencies to determine general sanitation of homes or the need for removal of occupants; inspects restaurants and food service operations, daycares, public swimming pools and spas; conducts sanitary surveys of public drinking water systems.

Directs, coordinates and monitors the maintenance of program records; assures proper collection of documentation as needed to support findings and decisions; prepares and submits various reports as needed to defend or authorize agency actions; operates personal computer as needed to develop database and information base for the division.

Directs sampling and testing processes and procedures; directs and participates in the gathering of water and materials samples; assures the integrity of sampling methods and oversees quality assurance activities; monitors test results and communicates findings to concerned parties.

Performs all other duties as required and assigned.

**MINIMUM QUALIFICATIONS**

1. **Education and Experience:**

   - Graduation from an accredited college or university with a bachelor's degree in environmental health, public health, health physics, biological science, or other related fields. A Master's degree is preferred;
   - **AND**
   - Eight (8) years of progressively responsible experience performing above or related duties;
   - **OR**
   - An equivalent combination of education and experience.

2. **Knowledge, Skills, and Abilities:**

   **Thorough knowledge of** federal and state regulations governing food quality and safety, air quality, water quality, radiation monitoring, wastewater, and hazardous waste.

   **Considerable knowledge of** the nature and causes of various communicable diseases and other diseases linked to environmental conditions; various environmental health resources available in rural areas; various funding sources available for environmental health management; public relations skills; budget development and fiscal management; basic accounting principles, practices and procedures; department general operations including applicable laws and regulations; principles of supervision, and employee motivation.

   **Ability to** communicate effectively, verbally and in writing; make basic decisions where established procedures do not always apply; perform complex mathematical computations; operate personal computer and apply various program applications related to word processing, spreadsheets and desktop publishing;
develop effective working relationships with professional health care personnel, elected officials, administrators, co-workers, and the public.

Must have a valid Utah Driver License, or the ability to obtain one within 30 days after start of employment.

3. **Special Qualifications:**

- Must be a licensed Environmental Health Scientist by the Utah Department of Professional Licensing (DOPL).
- Must become certified as an inspector in various aspects of environmental health as required by various state regulations or agencies.

4. **Work Environment:**

Incumbent of the position generally performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, which may involve muscular strain, such as walking, standing, stooping, sitting, reaching, and talking. Hearing and seeing are essential to the safe performance of vital functions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, emotional stability, discriminating thinking, and creative problem solving. Exposure to hazardous materials, infectious disease, and unsanitary conditions common to the daily work activities. Frequent travel required in normal course of job performance.

5. **Special Work Requirement:**

In the event of an emergency, such as a natural disaster or public health emergency response event, all employees will be required to participate with the Southwest Utah Public Health Department in its role as an essential community resource. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.