

Classification Title: Environmental Health Manager

FLSA Status: Exempt

BRIEF DESCRIPTION: Directs the activities of a specific program within the Water Quality and Environmental Health and Safety Divisions which includes the Food, Institutions and Sanitation, Plan Review, Wastewater, Recreational Sanitation, and Air Quality.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
	S	Oversees a program section and reviews service requests, policies and procedures and staff response to permits, field inspections, appeals, reports, correspondence, records and data management. Conduct complaint investigations.
2	L	Manages staff in enforcing local, state and federal regulations. Creates permits, prepares reports, maintains data of work performed and corresponds with clients.
3	L	Develops ordinances, rules, policies and procedures for programs. Meets and consults with landowners, citizens, business owners, homeowners and contractors. Provides guidance and assistance with questions or operational and procedure issues in order to provide updated information and resolution. Assists with the appeals process.
4	S	Prepares initial budget requests and manages implementation and expenditures. Updates business plans, quality assurance reviews and oversees all staff and related functions, including performance. Initiate legal action and prepare supporting documents.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor's degree with a minimum of 30 semester hours in physical or biological science.
Experience	Five years of experience in environmental health.

Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	(Certification dependent on specific job) Registered Sanitarian, Certified Pool Operator, OSHA training, HAZMAT training, Radiation training, Lead-based Paint/Risk Inspector Certification.
Reading	Advanced

CLASSIFICATION REQUIREMENTS	
Math	Advanced
Writing	Advanced
Managerial	Receives Limited Direction.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget expenditures (typically non-discretionary expenditures)
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Interpersonal / Human Relations Skills	Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is broad reaching and dynamic and may include the communication of specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

- (1) N/A
- (2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None.