

Classification Title: Environmental Health & Safety Director

FLSA Status: Exempt

BRIEF DESCRIPTION: Manages the Environmental Health and Safety Division which includes the Food, Institutions and Sanitation, Rabies and Animal Control, Pest Management, Migrant Labor and Mobile Home Parks, Plan Review, Recreational Sanitation and Air Quality Sections. Formulates regulations, ordinances and policies to safeguard the public health and safety of county individuals.

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
1	S	Manages overall program development and implementation for all sections. Develops business plans and required reports, participates in board meetings and manages budgets. Manages consultant contracts engaged in studies, investigations and database preparations.
2	S	Oversees the development of policies and procedures for the sections, including development of local related ordinances. Reviews interaction with other agencies or divisions to assure reasonable response to expectations.
3	S	Develops programs for media dissemination and coordinates media interviews in order to provide updated information. Participates in external activities such as civic group functions, special events and community meetings.
4	S	Provides oversight and/or committee participation for section-related activities. Researches issues, consults with citizens and committees and presents proposed policies, procedures or ordinance changes. Communicates changes to affected groups.
5	S	Coordinates and responds to incidents or natural disasters. Develops disaster response plans for possible implementation. Works closely with emergency response teams.
6	S	Leads, motivates, negotiates and participates with appropriate stakeholders, county management, government and non-government agencies, to collaborate and create relationships with internal and external partnerships to improve capacity, such as financial resources and human capital, to accomplish shared waters quality and natural resource conservation goals.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor's degree in Public Health, Environmental Engineering or Science, Business Administration or related field.
Experience	Seven years of experience in environmental services or environmental programs.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	A valid driver's license and a "safe" driving record required.
Reading	Advanced
Math	Advanced
Writing	Advanced
Managerial	Receives Broad Direction.
Budget Responsibility	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for Countywide budget 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.