

**Classification Title: Environmental Services Team Leader**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:** Supervises a field staff of environmental health specialists to ensure compliance of all laws, regulations and standards regarding any of the following program areas: groundwater supplies, on-site wastewater systems, plan review, food service, soil, lodging, institutional and recreational facilities or dependent care.

**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	Supervises and monitors daily activities of environmental health specialists who oversees environmental health programs.
2	S	Monitors and conducts complaint investigations for possible violations and resolves issues and/or questions. Reports violations to the appropriate authority, documents findings and testifies in court if necessary. Suspends or revokes permits if necessary.
3	S	Provides community outreach and education. Coordinates training, site visits, meetings and presentations. Develops and presents or facilitates training or educational materials.
4	L	Interacts heavily with individual citizens and community groups and responds to citizens regarding issues or questions, problems or improvements. Communicates with various agencies regarding compliance matters and reporting requirements.

**CLASSIFICATION REQUIREMENTS:**

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Education	Bachelor's degree with a minimum of 30 semester hours in physical or biological science.
Experience	Three years of experience in environmental health.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	A valid driver's license and a "safe" driving record required. Certification dependent on specific job: Registered Sanitarian, specific Inspection Authorization, Certified Pool Operator.

CLASSIFICATION REQUIREMENTS	
Reading	Advanced
Math	Advanced
Writing	Advanced
Managerial	Receives Limited Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed.
Interpersonal / Human Relations Skills	Work requires 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 to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction. Makes presentations and answers questions with regard to presentation materials and findings.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	X	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:**

Communications equipment, cameras, collection materials for samples, fax machines, computers, printers and related software

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

- (1) On site outdoors in a variety of locations.
- (2) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

Hard hats, safety shoes and vest, eye and hearing protection, dust mask, gloves