

ENVIRONMENTAL HEALTH DIRECTOR

DEFINITION

Under general direction, plan, organize, administer and supervise County Environmental Health Department and activities; assign, coordinate, and schedule Environmental Health investigations, inspections and enforcement activities; perform a variety of the more difficult, complex, and specialized assignments in the Department; represent the County on various issues and policies impacting environmental health services; provide administrative support for the Board of Supervisors and/or the County Administrative Officer; and perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single-position class responsible for the day-to-day operations of the County's Environmental Health functions and programs. The position's primary emphasis is on program development and implementation, staff supervision, budget preparation and administration, and program administration for the assigned areas.

REPORTS TO

Board of Supervisors or through the County Administrative Officer

CLASSIFICATIONS DIRECTLY SUPERVISED

Administrative Assistant I/II, Department Fiscal Officer I/II, Environmental Health Technician I/II, Environmental Health Specialist I/II/III, Hazardous Materials Specialist I/II/III

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EXAMPLES OF DUTIES

- Develops, recommends, and administers Department goals, objectives, policies and budgets.
- Controls fiscal expenditures and revenues.
- Hires, supervises, evaluates, and insures proper training of Department staff in accordance with County Personnel Rules and state and federal guidelines.
- Maintains Environmental Health programs in compliance with state and federal regulations and standards.
- Provide technical expertise on assigned functions to the public, community organizations, other County staff, and a variety of government agencies.
- Enforces Environmental Health laws and regulations.
- Prepares and administers grants.
- Reviews and/or prepares a variety of staff reports for the Board of Supervisors and other agencies.
- Develops ordinances and resolutions for adoption.
- Reviews and comments on proposed state laws or regulations.
- May serve as an expert witness in Court actions.
- Keeps current on changes in Environmental Health laws and regulations.
- Performs routine, complex, and sensitive inspections

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; crawl through various areas on hands and knees; stand, walk, or crouch on narrow and slippery surfaces; climb ladders, stairs, and scaffolding; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment; some work is performed in varying temperature and humidity; exposure to high levels of noise; some exposure to dust; continuous contact with staff and the public.

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DESIRABLE QUALIFICATIONS

Knowledge of:

- Methods, techniques, and practices of federal, state, and local environmental health program implementation.
- Laws, codes, rules, regulations, and ordinances governing environmental health, sanitation, and hazardous wastes.
- Purposes, requirements, programs and practices of state and federal agencies overseeing environmental health activities.
- Principles of project planning, program development, monitoring, and evaluation.
- Budget development and expenditure control.
- Principles of public administration, supervision, training, and employee evaluation.
- Chemical, biological, physical, and environmental sciences
- Computerized database and information systems.

Ability to:

- Plan, organize, coordinate, implement, and administer County environmental health programs.
- Develop, implement, oversee, and carry out a variety of local services and programs in compliance with state and federal standards.
- Analyze and interpret laws and regulations related to assigned areas of responsibility.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Communicate clearly and concisely, both orally and in writing.
- Communicate with others from diverse socio-economic and cultural backgrounds.
- Develop community resources and programs.
- Effectively represent assigned programs and services in contacts with the public, community organizations, other County staff, and other government agencies.
- Establish and maintain cooperative working relationships.

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Training and Experience:

Qualifications needed for this position:

Five (5) years of responsible experience in Environmental Health investigation, inspection, and enforcement work, preferably including at least one (1) year in an administrative or supervisory capacity, **and;**

Equivalent to graduation from a four (4) year college or university with a major in biology, chemistry, physics, environmental science, or a closely related field.

Special Requirements:

Possession of valid Environmental Health registration issued by the State Department of Public Health.

Possession of a valid California Driver's License issued by the California Department of Motor Vehicles. The valid California Driver's License must be maintained throughout County employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.