

## **POSITION DESCRIPTION COUNTY OF HOWARD, INDIANA**

**POSITION:** ENVIRONMENTAL HEALTH SUPERVISOR

**DEPARTMENT:** HEALTH DEPARTMENT

**WORK SCHEDULE:** M-F, 8:00 AM – 4:00 PM, (AND AS MAY OTHERWISE BE NEEDED)

**JOB CATEGORY:** PAT--PROFESSIONAL

**DATE WRITTEN:** 9/16/08

**STATUS:** Full-time

**DATE REVISED:** 12/7/10

**FLSA STATUS:** Non-Exempt

**To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

Under general supervision of the Administrator, and reporting to the Health Officer, the Environmental Health Supervisor plans, directs, oversees, implements, and evaluates the Environmental Health Division programs, activities and services of the Health Department. Acting within the framework of established National, State and local Laws, codes, rules, and guidelines; including Health Department policies and objectives; the Environmental Health Supervisor acts as an agent of the Howard County Health Officer.

### **DUTIES:**

Develops, reviews, and advises the Administrator and Health Officer, in the formulation of administrative & Environmental operational policies, protocols, procedures and attends Board of Health Meetings..

Applies principles and techniques of organization administration; assists with budget development, supervises the Environmental staff, provides for appropriate Environmental staff training, and including the staff member's performance evaluations.

Oversees, plans, schedules and initiates effective and efficient methods and procedures involving program activities, basic operational functions of the Environmental Health Division with and through the efforts of the Environmental Health Staff, interns & students with sufficient quality and in sufficient quantity.

Compiles required annual and special reports regarding the Environmental Health Division, and prepares recommendations on findings for administrative and Board of Health evaluation.

Prepares letters for and attends Plat Committee Meetings.

Has working knowledge of local Ordinances and State & Federal Regulations related to environmental health operations.

Implements and updates County Ordinances accordingly.

Interprets, implements, and enforces compliance with policies, procedures, and safety regulations while maintaining consistency among staff through all aspects of the on-site septic, food service establishment, environmental nuisance, illegal methamphetamine lab, tattoo parlor, animal bite, and swimming pool programs.

Conducts basic operational functions and procedures of Environmental Health Division, such as: Conducting plan reviews, issuance of Food Permits, conducts inspections, conducts food borne illness investigations and delivers food safety education to food handlers, monitors water quality, conducts inspections, and educates pool operators of public and semi-public swimming pools and swimming areas; monitors tattoo parlors; and issues septic system permits, inspects septic systems, investigates waterborne illness, and delivers on-site education to installers & developers. Also participates in mosquito control investigations and abatement, air quality control investigations, hazardous material investigations, management, & education; lead investigations, sewage investigations, unsafe housing investigations, vector investigations, water investigations, methamphetamine manufacturing investigations and contamination management, and rabies educational activities, conducts rabies surveillance, conducts animal bite reporting, conducts animal quarantines, complaint management, and emergency preparedness activities.

Represents the Health department with information about technical issues to the media, and represents the Health department and Environmental Division on local and state boards and committees.

Collaborates with the ISDH and other community offices and agencies to assess environmental health needs and ensure quality services are provided.

With approval of the Administrator, may initiate personnel actions such as promotions, transfers, discipline, and discharge; interviews, assists in selection, and trains new personnel.

Explains procedural changes; investigates, analyzes, and resolves personnel and operational problems or complaints.

Prepares and submits personal work timesheet according to county policy.

Serves as a back-up preparer of Payroll Schedule & Vouchers, keep time and personnel records, and may oversee preparation of payroll, including its authorization and approval, in the absence of the Administrator.

May authorize requisition of equipment and supplies with approval from the Administrator.

Is capable of using a computer to assist in all phases of accountability and helps to oversee the health department local access network (LAN) within the realm of his/her capacity.

Oversees Environmental Health material and related data presented on the health department website.

Oversees operation and maintenance of environmental division laboratory and all Environmental Health division equipment.

Communicates clearly and concisely, orally and in writing, and maintains open communication with the Health Department Administrator and Health Officer.

Meets with Health Officer as scheduled. Researches and writes grant proposals which may appropriately serve the needs of the Environmental Health Division.

Attends continuing education & training opportunities, as needed, to maintain appropriate personal Environmental Health credentials.

Facilitates the proper maintenance and credentialing of the Environmental Health staff.

**SKILLS:**

Ability to apply common sense to carry out instructions furnished in written, oral, or graphic form.

Ability to deal with problems involving several concrete variables in standardized situations.

Ability to understand and apply knowledge of all related Environmental Health issues related to Food Service, on-site septic systems, swimming pool operations, complaint management, environmental nuisances, emergency preparedness, hazardous materials safety, methamphetamine lab safety, tattoo parlors, mosquito control, dye testing, soil composition, pre-planning, and inspecting.

Ability to understand and apply basic and complex business functions, such as: budgeting, evaluating, planning, organizing, motivating, and controlling.

Ability to use typing skills and a computer.

Ability to demonstrate effective leadership and supervision of subordinate Environmental Health staff.

Ability to read and comprehend complex instructions, detailed correspondence, memos, laws, codes, rules, policies, procedures and legal briefs.

Ability to write complex correspondence and technical documents.

Ability to effectively present information in one on one, small and large group situations to customers, clients, and other employees of the county.

Ability to research and write grant proposals.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Performs any and all other tasks as directed by the Administrator**

**RESPONSIBILITY:** Overseeing and administrating the effective operation of the Environmental Health Division

**EDUCATION AND EXPERIENCE:** Possession of a Bachelor's degree from an accredited college or university with major course work in Environmental Studies, Environmental Health, Environmental Affairs, Biology, Science, or Public Administration, or closely related field with Masters Degree preferred; and two years experience in environmental field work required with

five years preferred. Basic computer skills required, advanced skills preferred. Must possess a valid driver's license and have a dependable vehicle.

**PERSONAL WORK RELATIONSHIPS:** Ability to communicate and interact humanely and tactfully, with dignity, both verbally and in writing.

**The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**PHYSICAL REQUIREMENTS:** While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close and distance vision, as well as the ability to adjust focus.

**WORK ENVIRONMENT:** Duties are performed in an office setting, and in the field; both indoors in institutional and in outdoor residential and business settings.

This job description describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment, nor is it intended to describe all duties someone in this position may perform. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
YES \_\_\_\_\_ NO \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date