

CLASS SPECIFICATION

Yuba County

January 2007

CLASS TITLE: Environmental Health Supervisor

FLSA STATUS: Non-exempt

JOB SUMMARY:

Supervises regulatory activities for a variety of environmental health programs; coordinates Environmental Health functions and inspections; monitors operations and environmental health activities to ensure program objectives are administered efficiently and effectively; performs related work as assigned.

CLASS CHARACTERISTICS:

This is the full supervisory level in the professional/registered Environmental Health Specialist series. Incumbents provide technical training, oversight, work review and direction to staff performing Environmental Health inspections; trains staff in departmental policies and procedures and ensure compliance with Federal, State and local laws, codes and ordinances.

EXAMPLES OF DUTIES:

Essential:

- Plans, organizes, assigns, supervises, reviews and evaluates the work of environmental health staff.
- Recommends selection of staff; trains staff in work procedures; prioritizes and schedules assigned activities and projects; follows up to ensure timely coordination and completion of assigned work and administers discipline as required.
- Monitors operations and makes recommendations to improve services, functions and activities of the work group.
- Develops or recommends changes to policies and procedures and trains staff as required; drafts ordinances for assigned program areas.
- Manages complex and sensitive investigations; addresses concerns of citizens; provides consultation on environmental health issues to prevent or eliminate environmental health hazards.
- Reviews analyzes and interprets environmental health regulations and proposed changes to assure County programs are in compliance; collects and disseminates information and provides technical assistance on a wide range services and programs.
- Represents the department and the county in meetings; confers with and provides information to land and business owners, developers, residents, contractors and the public; makes presentations to groups and coordinates public meetings.
- Performs the full range of work of an Environmental Health Specialist, such as: inspecting food establishments, detention facilities, public recreation facilities, water, wastewater and septic systems, solid waste sites, wells and similar locations; reviewing plans and designs for wells, water, wastewater, septic and related systems and facilities as indicated above; initiating mitigation, notification and enforcement activities, as required and issuing permits as required.
- Works with legal staff regarding enforcement proceedings, prepares legal actions and testifies in court as required.
- Prepares a variety of written materials, including records of inspections, notices and citations, correspondence, reports and educational materials; prepares periodic and special reports related to the program area(s) to which assigned.
- Maintains accurate records and files related to area(s) of assignment.

Important:

Uses sampling and testing equipment of the profession.

QUALIFICATIONS:

Knowledge of:

Principles and practices of employee supervision, including selection, work planning and organization, performance review and evaluation and employee training and discipline.
Principles and practices of program development, implementation and review.
Principles and practices of environmental sanitation, including water supply protection, sewage and refuse disposal, and recreational, commercial, industrial and residential sanitation.
Principles and practices of safe food production, handling, processing and storage.
Applicable laws, codes and regulations.
Enforcement and educational techniques related to the work.
Plan review and system design in areas of assignment.
Principles and practices of sampling and testing of various water, wastewater, soils and other samples.
Computer applications related to the work.
Record keeping and report preparation practices and techniques.
Standard office practices and procedures, including filing and the operation of standard office equipment.
Techniques for dealing with the public, in person and over the telephone.

Skill in:

Planning, organizing, supervising, reviewing and evaluating the work of staff.
Training staff in work procedures.
Planning, developing and implementing various environmental health programs.
Handling technical, complex and sensitive environmental health inspection and enforcement issues.
Interpreting, explaining and applying complex requirements, rules and regulations.
Reviewing plans and design specifications for compliance with environmental standards.
Maintaining accurate records and files.
Preparing clear, accurate and effective reports, correspondence and other written materials.
Using initiative and independent judgment within established procedural guidelines.
Organizing own work, setting priorities and meeting critical deadlines.
Representing the County in meetings with groups and individuals.
Dealing successfully with the public, in person and over the telephone, often where relations may be confrontational or strained.

Ability/Physical Requirements:

- Mobility to work in a typical office setting and use standard office equipment
- Ability to drive a motor vehicle to inspection sites and attend meetings.
- Strength and stamina to inspect various residential, commercial or industrial properties or other facilities.
- Vision to read printed materials including a computer screen for prolonged periods of time.
- Hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Working Conditions:

Work extended hours or be called-back in emergency situations.

Licensing and Certification:

Possess a valid California Class C driver's license.

Possess California Registration as an Environmental Health Specialist.

Maintain professional development and continuing education activities for valid certification as required by position.

Background: The minimum and preferred requirements for this position are described below.

Minimum: Equivalent to graduation from a four year college or university with major course work in environmental health, sanitation, biological science or a related field and four years of professional level environmental health experience with at least two years of experience equivalent to a Senior Environmental Health Specialist in Yuba County.

Preferred: In addition to the minimum requirements, an advance degree from a four year college or university with major course work in environmental health, sanitation, biological science or a related field and two additional years of experience equivalent to Senior Environmental Health Specialist in Yuba County.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.