

## **COUNTY OF SOLANO**

### **ENVIRONMENTAL HEALTH MANAGER**

#### **DEFINITION**

Plans, organizes and directs the work of the Division of Environmental Health and its environmental health programs and ensures a safe and clean environment by maintaining public and private compliance with federal, state and local laws and regulations regarding Environmental Health; serves as a member of the department's management team.

#### **CLASS CHARACTERISTICS**

This is a single position, division manager level class that operates under broad authority and administrative guidance. The incumbent serves in the statutory capacity of Director of Environmental Health in accordance with the California Code of Regulation, Title 17, Section 1308, and provides the Director of Environmental Management and Director of Public Health and other executive and management staff with technical expertise and policy recommendations related to environmental health issues. Incumbent is responsible for the operational policies, goals and procedures of the division and supervises subordinate supervisors, professional and clerical personnel.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Director of Environmental Management.

Exercises supervision over professional, technical and clerical staff.

#### **EXAMPLES OF DUTIES** –*Duties may include but are not limited to the following:*

Plans and directs the work of staff engaged in county-wide environmental health activities; interviews and recommends candidates for hire; provides instruction and training; plans, coordinates, assigns and reviews work activities; responds to employee issues and concerns; maintains work standards; evaluates performance and recommends evaluation outcomes.

Develops and implements operational policy for the division to implement and enforce local, state and federal laws; develops program planning; interprets legislations and directs the implementation of newly enacted laws affecting environmental health programs; receives directives and interprets codes, rules and regulations; prepares and reviews Board of Supervisors agenda items and policy changes and additions; conducts a variety of meetings; conducts administrative hearings.

Develops, prepares, and manages the division's budget; completes budget forecasts and budget narrative with workload indicators; monitors expenditures and offers recommendations; reviews and approves purchase requests; reviews and edits grant applications.

Develops divisional goals and objectives and directs staff toward accomplishing same; interprets legislation and guides staff in the implementation of newly enacted laws affecting the Environmental Health program.

Acts as liaison; represents the division before public bodies and other agencies; provides consult to the Public Health Director on matters of public health concern; investigates and responds to complaints and inquiries; provides field consultation to resolve environmental health problems.

Directs, coordinates or cooperates with teams in cooperation with the Director of Public Health, responding to Environmental Health crises or emergencies that may include other public safety or regulatory agencies.

Prepares, reviews and edits a variety of reports and correspondence.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Environmental Health principles, practices, laws and regulations necessary for effective inspection, regulation and enforcement.

Laws and regulations related to Hazardous Waste and Material Management as they relate to Public Health oversight and implementation.

Data processing for Environmental Health data reporting, tracking and monitoring.

Local planning and building code enforcement and abatement.

Modern principles and practices of public administration, including personnel management and budget preparation and administration.

Proper public information practices during emergencies or whenever an Environmental Health issue or incident becomes highly visible.

The legislative process and the functions of other agencies or departments with whom activities must be coordinated.

**Skill to:**

Operate office equipment including a personal computer, copy and fax machines and printers.

Drive a motor vehicle.

**Ability to:**

Plan, organize and direct the work of a division.

Read, apply and interpret governmental regulations; formulate, interpret and explain codes, ordinances and administrative orders.

Comprehend complex and technical concepts and methods used in Environmental Health testing, inspection and enforcement.

Coordinate and direct an emergency response team.

Identify and analyze administrative problems and implement operational changes.

Make proper decisions and independent judgments.

Effectively supervise and evaluate the work of staff; effectively delegate responsibility and authority to others.

Establish and maintain effective working relationships with staff, other departments and agencies, the private sector and the public; demonstrate tact, diplomacy, patience and compassion.

Properly and constructively represent the County in public relations activities, including speaking to the news media and to large and small groups.

Communicate effectively with people of diverse socio-economic backgrounds and temperaments.

Prepare and present concise written and verbal reports.

### **EXPERIENCE AND EDUCATION/TRAINING**

#### **Experience:**

Three (3) years of experience in the field of Environmental Health regulation and enforcement, two of which include lead/supervisory experience and extensive public contact.

#### **Education/Training:**

A Bachelor's degree is required from an accredited college or university, preferably in Environmental Health, Chemistry, Biology or a closely related field.

### **SPECIAL REQUIREMENTS**

In accordance with Section 106600 of the California Health and Safety Code, the Environmental Health Manager must be a registered Environmental Health Specialist in the State of California.

Possession of, or ability to obtain, a valid Class C California driver's license is required.

Incumbent are required to command emergency situations in the field, as needed.

### **SUPPLEMENTAL INFORMATION**

Independent travel is required.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. May involve prolonged standing.

**Sensory Requirements:** Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

**Environmental Factors:** Incumbents must be able to work in an environment that may include exposure to communicable disease.

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Director of Human Resources

**Revised Date:** February 2003

**BOS Date:** June 30, 2003

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