

COUNTY OF SOLANO

ENVIRONMENTAL HEALTH SUPERVISOR

REV. 01/05

DEFINITION

Supervises personnel involved in the inspection, investigation and enforcement of Environmental Health and Safety laws and regulations; directs a major work unit in the Division. Assists the Environmental Health Manager in planning, organizing, managing, and administering multiple environmental health services programs, excluding hazardous materials programs (CUPA and LOP), within the Environmental Health Division; assists in performing analysis of complex problems affecting program efficiency and provides recommendations for improvement to the Environmental Health Manager. Under direction maintains liaison with Federal, State, regional and local agencies and other County Departments to formulate, coordinate, and administer environmental policies and procedures. Serves as a member of the department's supervisory team.

CLASS CHARACTERISTICS

This class describes the line supervisor in the Environmental Health Specialist series. Employees in this class are responsible for the supervision of professional staff assigned to a major work unit in the division and for multiple environmental health services programs, except hazardous materials programs (CUPA and LOP), within the Environmental Health Division, including, but not limited to retail food safety, recreational health, liquid waste, solid waste, housing, wells, land use and other specialized programs. Incumbents work within policies and direction established by the Department. Incumbents are responsible for organizing, administering the workloads of staff through day-to-day supervision and establishment of staff performance guidelines and goals and objectives. Incumbents also assist the Environmental Health Manager long-range planning of programs and with the development of policies and procedures for assigned programs. This class assists in budget planning and forecasting, establishment of proposed fees to support the cost of assigned programs, and with monitoring expenses and revenues.

This class is distinguished from that of Environmental Health Manager in that the latter is responsible for the overall direction of the environmental Health Division.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Environmental Health Manager.

Exercises supervision over professional staff.

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

1. Plans, directs, coordinates, and supervises the work of subordinate professional staff; interprets and implements policies, regulations, procedures and programs for the work unit and assigned programs.
2. Recommends, to the Environmental Health Manager, selection, hiring, and promoting of personnel.
3. Assigns and monitors work and conducts routine and written evaluations of professional level environmental health staff and participates in disciplinary actions as necessary and appropriate.
4. Prioritizes workload and ensures that work, inspections or investigations are completed in accordance with the appropriate laws, established guidelines and divisional and program policy and procedures. Ensures program deadlines are met.
5. Assists the Environmental Health Manager in development and review of operational policies and procedures; identifies operational problems or inefficiencies and recommends corrective action.
6. Assist with the preparation of fiscal and operation reports for assigned programs in preparation of the divisional budget and annual program reports by collecting and analyzing statistical data identifying and evaluating workload for unit personnel and calculating staff hours to perform that work.
7. Monitors and evaluates program activities and budget expenditures for program elements of the assigned section.
8. Reviews and approves field inspection reports, construction plan approvals relative to environmental health compliance issues, written correspondence and activity logs.
9. Recommends to the Environmental Health Manager goals, objectives, policies and procedures regarding program planning, evaluation and improvement. Monitors progress towards meeting goals and objectives and ensures proper implementation of policies and procedures.
10. Attends and participates in board and Commission meetings to address program issues, makes oral presentations to these groups, and responds to public or member questions.
11. Advises and attends community groups and commissions regarding issues of environmental health.

12. Reviews legislation and prepares written analyses and recommendation; works with the Environmental Health Manager to develop new ordinances and regulations.
13. Composes and reviews correspondence staff reports; evaluates and reports unit activities to the Environmental Health Manager; may represent the Division in the absence of the Environmental Health Manager.
14. May hear complaints and make decisions regarding complaint's disposition as required.
15. May develop and write proposals for grant application approval.
16. Acts as liaison; communicates with media, industry and other governmental agencies regarding current events and public information reporting; provides emergency response as technical advisor to Police and Fire Agencies, public health and other agencies.
17. 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.
18. Communicates directly with the Environmental Health Manager on administrative matters as appropriate.
19. May serve as the Environmental Health Manager in the absence of the same during public health emergencies.
20. May be assigned other administrative and supervisor responsibilities.

JOB RELATED ESSENTIAL QUALIFICATIONS

KNOWLEDGE OF:

Principles of supervision.

Principles and practices of Environmental Health inspection, regulation and enforcement, and the laws and regulations pertaining to Environmental Health and Safety.

Thorough knowledge of County Government, State Government and other governmental agencies involved in the environmental health programs.

Sanitation requirements and procedures; Federal, State and local laws and regulations governing Environmental Health and Safety; specific laws and regulations, accepted methods and procedures used in the regulation and enforcement of a specific Environmental Health program.

Thorough knowledge of particular area of specialization such as public water systems, housing solid waste, plan check reviews, liquid waste, land use, food safety, and recreational health. Methods of analyzing health threatening organisms and substances; principles of chemistry and chemical reactions; statistical methods and analysis; principles and practices of scientific and technical problem solving and conflict resolution, and operations of the department.

Effective public information and public relations methods.

Working knowledge of the methods and techniques used to sample, transport, identify and analyze health threatening organisms and substances and collect environmental data.

Proven techniques and methodologies to conduct scientific and regulatory investigations.

Public relations, conflict resolution and scientific and technical problem solving.

Interaction between environmental health and safety and community health.

Basic building construction materials and principles relating to environmental health requirements.

Divisional and Departmental policy and procedures, and acceptable principles and practices of the Department.

Computer software programs including MS Word, Excel, Powerpoint, and computerized data collection, retrieval and analysis applications.

SKILLS TO:

Utilize specialized inspection and investigative tools and testing devices such as thermocouple, stem and infrared thermometers, camera, tape measure, UV light, pool chemical test kit, pH and chemical concentration litmus test strips, ventilation powder gun, footcandle light meter, pyrethrin insecticide, inclinometer, compass, global positioning device, XRF machine, mobile weather station and related tools.

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

Drive a motor vehicle.

ABILITY TO:

Plan, direct, organize and evaluate projects, operations, services and staff in assigned programs.

Supervise, train and coach staff. Conduct formal evaluations. Oversee and direct staff development and employee training. Recognize the need to administer the disciplinary process.

Read, interpret, apply and explain applicable laws, regulations, ordinances, codes, rules and regulations.

Communicate clearly and effectively both verbally and in writing with all levels of employees, the news media, the general public, governmental agencies and elected official; speak effectively before large and small formal and informal groups.

Assist the Environmental Health Manager in the development of recommended operational and administrative procedures relating to assigned programs and implement them.

Assist the Environmental Health Manager by identifying needs and evaluate program effectiveness.

Review and interpret impact of legislative changes.

Coordinate the development and presentation of scientific studies and reports.

Assist the Environmental Health Manager in the development of innovative solutions for difficult and complex environmental management problems.

Recognize problems, analyze and evaluate complex environmental data; develop recommendations or solutions and take appropriate actions.

Develop recommended goals and objectives for assigned program areas. Oversee the development of staff members goals and objectives.

Assist in preparation of budgets, funding proposals, and narrative and statistical reports. Evaluate financial and budgetary information.

Evaluate and recommend environmental health program goals, objectives, policies and budgets.

Establish and maintain effective working relationships with staff, other departments and the general public; demonstrate tact and diplomacy and patience.

Understand and use sophisticated monitoring equipment during materials testing.

Analyze technical and administrative problems.

Research regulations, procedures and/or technical reference material related to environmental health programs, except those for hazardous materials programs (CUPA and LOP).

Supervise and evaluate work performance of staff.

Determine and evaluate program achievement and performance.

Maintain accurate records and document actions taken.

Input, access and analyze data using a computer. Prepare written reports and recommendations based on results of data.

Work under stressful emergency conditions.

Maintain accurate records and document actions taken.

Maintain confidentiality of information.

EXPERIENCE AND EDUCATION/TRAINING

EXPERIENCE:

Three (3) years of experience in Environmental Health and Safety regulation and enforcement including one (1) year of lead experience; considerable experience in responsible and extended public contact.

EDUCATION/TRAINING:

A Bachelor's degree, from an accredited four-year college or university, which meets the requirements of the California Health and Safety Code, Division 104, Part 1, Chapter 4, Article 1, Section 106600 (et sequiter).

SPECIAL REQUIREMENTS

The Environmental Health Supervisor must be registered with the State of California as a Registered Environmental Health Specialist, in accordance with Division 104, Part 1,

Chapter 4, Article 1, Section 106600 (et. sequiter) of the California Health and Safety Code.

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

SUPPLEMENTAL INFORMATION

Independent travel is required.

May be required to work weekends, holidays and after hours, including standby and on-call.

Must pass a physical exam as a condition of hire.

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, sitting, standing, pushing and/or pulling of objects and materials of moderate weight (20 – 40 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

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

ENVIRONMENTAL FACTORS: Requires the ability to work under conditions where exposures to environmental factors pose a risk of minor injury or illness.

Director of Human Resources

Revised Date: January 2005

BOS Date: June 30, 2003

CSC Date: January 12, 2005