



Grand Traverse County, MI Job Description

Director of Environmental Health

GENERAL SUMMARY

Primary function of the job is to plan, direct, supervise, and evaluate all activities and programs of the Environmental Health Division and Animal Control Division of the County's Health Department.

Employees must meet the minimum requirements, conditions of employment, and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours. It will also require travel by the employee in the employee's own vehicle or other means of transportation.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Acts as first line supervisor for designated staff and indirect manager of all staff within both divisions, including interviewing and selecting of job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with the departments and County's objectives.
- Plans, develops, administers, and assumes the leadership of the Environmental Health division.
- Participates in preparing and administering the budget and strategic planning processes for the division.
- Supervises Environmental Health professional, technical, and support staff.
- Formulates and directs operating policies and procedures for all Environmental Health programs.
- Performs plan reviews of food service establishments, swimming pools, and other related establishments.
- Performs follow-up inspections of food service establishments and independent food service inspections when complex, problematic issues arise and prepares related reports of findings.
- Analyzes, interprets, implements, and enforces applicable codes and laws.
- Conducts enforcement hearings when establishments are in violation of applicable codes and laws.
- Monitors compliance with applicable contract and accreditation requirements to maintain funding of applicable programs.
- Develops, manages, and plans emergency response events because of environmental disasters, as well as terrorism attack response plans.
- Reviews, analyzes, and interprets a variety of complex environmental health data and information and makes recommendations based on findings. Prepares and coordinates the dissemination of health advisories to the public. Promotes, directs, and evaluates all Environmental Health programs and represents the department at public meetings.
- Maintains the security of euthanization drugs.
- Prepares a variety of complex environmental health reports and disseminates to appropriate internal staff and/or external agencies.

- Presents environmental health information to a variety of civic, educational, and private groups.
- Serves as the acting Health Officer in his/her absence.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Bachelor's Degree in Environmental Health or related field, with the possession of a master's degree in Public Health, Engineering, or Veterinary medicine where required in State Administrative Code, preferred
- Four to six years of experience as a professional worker in Environmental Health and considerable experience in the supervision of Environmental Health programs

CERTIFICATIONS, LICENSES

- Registered Sanitarian, Registered Environmental Health Specialist, or applicable professional Environmental Health registration or certification
- Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.

CONDITIONS OF EMPLOYMENT (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

- May be required to serve in an "on-call" capacity.

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

DISTINGUISHING CHARACTERISTICS

Work involves the development of new guidelines and techniques, establishing criteria or developing new information where guidelines may not exist for all situations and considerable independent judgment, personal discretion, and resourcefulness are needed to interpret circumstances, and to make decisions in major areas where there may be uncertainty in approach, methodology, and interpretation. Errors at this level could lead to extraordinary costs, major litigation, destruction of property, loss of funding, or failure of the agency to accomplish its mission and may require the intervention of the County's senior executives to resolve or may not be resolvable.

Compared to Coordinator: Environmental Health classification, has full authority and responsibility for department operations.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May be required to climb or balance; reach with hands and arms; sit; stand; stoop, kneel, or crouch; talk and hear; smell; use hands to finger, handle, or feel.
- Position frequently works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.
- May be exposed to extreme heat and cold (not related to weather), working near moving mechanical parts, risk of electrical shock, vibration, fumes or airborne particles, infectious diseases.
- May occasionally be required to lift/move up to 100 pounds.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc. Thorough knowledge of modern public health principles, practices, and techniques, including Environmental Health laws, ordinances, and regulations
- Considerable knowledge of the functions and activities of other health and environmental control agencies
- Considerable knowledge of local and state laws, rules, and regulations relating to environmental health issues (such as Michigan Food Laws, Grand Traverse County Body Art Ordinance, or similar regulations)
- Knowledge of the principles of bacteriology and chemistry as related to public health
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies
- Knowledge of basic supervisory and employee management principles.
- Knowledge of applicable employee rights, protections, and avenues of appeal
- Knowledge of applicable policies and procedures governing the hiring, employment, and separation of employees
- Skill in assigning, prioritizing, monitoring, and reviewing work assignments
- Skill in mentoring and training employees with varying educational backgrounds and aptitudes
- Skill in anticipating potential personnel issues and taking appropriate action
- Ability to understand managerial policies and prioritize the needs of the unit.
- Skill in operation of modern office equipment such as personal computer, facsimile, copiers, scanners, and telephones
- Physical ability to perform the job responsibilities such as walking over terrain and digging, as required by job assignment
- Ability to facilitate meetings and training sessions effectively and efficiently
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity

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- Ability to represent the County appropriately and effectively at a variety of community events and activities in support of positive public relations initiatives, and develop liaison relationships between the community and the County
- Ability to plan, implement and evaluate environmental health programs
- Ability to use sound judgment to detect unusual, harmful, or emergency situations and act accordingly
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to apply and tactfully enforce complex rules, regulations, policies, and procedures
- Ability to consistently demonstrate sound ethics and judgment
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently