

**Coordinator: Environmental Health****GENERAL SUMMARY**

Primary functions of the job are to coordinate and lead the work of Sanitarians and to protect the health of the public and the environment by enforcing applicable laws and ordinances under the authority of the Health Officer. Duties include training and guiding the work of Sanitarians, conducting field inspections, reviewing and evaluating plans, initiating enforcement proceedings, responding to complaints, educating establishment owners and the public. Employees in this job have no formal supervisory role, however, may train, guide, or lead employees in the designated work unit. Employees work as part of a team and are responsible for ensuring that the team meets its objectives.

Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully 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)

- Serves as a lead to lower level Sanitarians, which includes training staff on work methods and procedures; assigning and monitoring work, accompany staff in difficult or unclear situations, and performing related activities.
- Coordinates the completion of environmental health program activities.
- Assists Sanitarians in determining optimum courses of action to resolve non-compliance cases, and in organizing and presenting evidence for hearings and legal actions.
- Enforces the County Environmental Health Regulations and applicable State Public Health laws within an assigned area of responsibility.
- Performs on-site inspections and evaluates premises having public health significance, such as onsite wastewater systems, private and public water supply, and proposed land development, food service establishments, food vending machines, schools, public swimming pools, bathing beaches, hospitals, nursing homes, dwellings, work places, child care facilities, camps, mobile home parks, waste disposal facilities, and sites of alleged public health nuisances.
- Reviews plans and permit applications for applicable establishments, sites, and/or other applicable items to ensure compliance with applicable public health regulations, codes, and laws.
- Performs follow-up actions, including letters and re-inspections of sites, regarding non-compliance issues and ensures appropriate corrective action.
- Reviews a variety of data to ensure compliance with applicable regulations, codes, and laws and makes recommendations based on findings.
- Provides assistance and guidance to individuals and agencies with environmental problems, including indoor air quality issues, and explains the programs of the agency to interested citizen groups.
- Represents the Public Health Department in regard to environmental health activities

within an assigned area.

- Assists Environmental Health Director with various activities such as developing, formulating, and implementing new or revised policies and procedures; preparing for the State accreditation process; monitoring and evaluating department programs.
- Assists department managers with various personnel related activities such as new employee hires, evaluating staff performance, and similar activities.

**EDUCATION, FORMAL TRAINING, AND EXPERIENCE** (minimum requirements)

- Bachelor's in Environmental Health or a related field of science or engineering.
- Six to eight years of progressively responsible professional experience in Environmental Health.

**CERTIFICATIONS, LICENSES** (minimum requirements)

- 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** (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 evaluating the relevance and importance of theories, concepts, and principles to develop different approaches or tactical plans to fit specific circumstances where guidelines may not exist but are flexible and open to considerable interpretation. Independent judgment, personal discretion, and resourcefulness are needed to interpret and apply guidelines. 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 Sanitarian I and II positions, this job serves as the Lead Sanitarian and provides assistance, guidance, and direction to other Sanitarians, and makes final decision in difficult situations. In addition, the Coordinator also assists department managers with various activities such as developing policies and procedures, preparing for State accreditation processes, monitoring and evaluating department programs, assisting with new employee selection, etc.

**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.
- Considerable knowledge of modern methods and practices of environmental public health.
- 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.
- 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 work independently.
- Ability to direct, lead, and coordinate the activities of other staff.
- 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.
- 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.