



CLASSIFICATION NO. 147
Established: 1/93
Revised: 12/07
Revised and Retitled: 12/12
Archived: 3/18
Reactivated and Retitled: 5/24
FLSA: Exempt
EEO: 3

ENVIRONMENTAL HEALTH SUPERVISOR

CLASS CHARACTERISTICS

Under general direction, to plan, organize and supervise the County's Environmental Health licensing and inspection team; to collaborate and coordinate Environmental Health staff; to perform highly technical tasks related to environmental health compliance and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Public Health Division within the Health, Housing and Human Services Department assists individuals, families, and communities to be healthy, safe and thrive. The Division's services are provided through these program areas: Infectious Disease Control and Prevention, Healthy, Clean and Safe Places, Environmental Health, Access to Care and the Center for Public Health Advancement. The Division provides nursing health assessments and case management, nutrition education and counseling, immunization assurance and vaccine management, communicable disease surveillance, monitoring and case management, tobacco and opioid prevention and education, inspection of restaurants, pools, daycares and schools, emergency medical and preparedness oversight and planning, population health surveillance and assessment and planning, policy recommendation and proposals, and vital records management. In addition, the Division leads the community in implementing the Community Health improvement plan and supports community partnerships and engagement around health issues.

The Environmental Health Supervisor is responsible for the development, implementation and supervision of staff inspecting public and non-public facilities for compliance with public health laws. Environmental Health works closely with the Communicable Disease Services investigating food-borne or water-borne illness outbreaks and surveillance.

The Environmental Health Supervisor differs from the Environmental Health Specialist, Senior which performs inspections of public and private facilities for compliance with public health laws but does not have supervisory responsibilities. The EH Supervisor classification also is unique from the Public Health Program Manager classification which has broader responsibility for public health services and programs and typically manages through indirect supervision. It also differs from the Development Review Supervisor which reports to the Planning Director classification in the Department of Transportation and Development and has a higher level of budget and program responsibility.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Plans, coordinates, and implements the goals and objectives of the Environmental Health Inspection team; interprets Public Health Law and promotes environmental health programs; develops, recommends, and/or implements program policies, projects, and procedures; monitors program services to ensure compliance with state and county requirements.
2. Supervises the inspection of food, tourist, housing, school, institutional care and childcare facilities, and public swimming and spa pools for compliance with public health laws and regulations; conducts plan reviews, pre-opening, and licensing inspections; conducts complaints and outbreak investigations as necessary, coordinating efforts with county and state communicable disease staff; oversees coordination with the drinking water program for responses involving licensed facilities following an alert or concerns involving safety of drinking water.
3. Hires, directly supervises, schedules, and evaluates the activities of Environmental Health Specialists; oversees and coordinates internships and mentor opportunities; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments.
4. Participates in state and local organizations and task forces; serves as liaison with other County departments and divisions, government agencies and the public; serves as expert in specialized, technical area; provides information and technical assistance as needed, including responding to difficult problems and questions raised by the public, clients or staff; reconciles disputes and complex interpretations of codes.
5. Negotiates, develops and monitors contracts, intergovernmental agreements and grants and ensures compliance with contractual requirements; ensures program services conform to established standards, policies and legal guidelines; responds to and negotiates plans for resolution of complex issues and disagreements with licensed businesses.
6. Participates in budget development and maintains budgetary control in accordance with the approved budget; determines and recommends changes in staffing patterns; monitors and authorizes expenditures; monitors Food, Pool, and Lodging field equipment inventory; orders field supplies.
7. Researches alternative funding sources; participates in preparing grant proposals and annual grant applications; manages grant funds and reviews contract payments and program expenditures; develops proposals for additional funding and personnel; complies with auditing procedures; gathers and compiles data and prepares reports as required.

Conducts research studies relating to departmental goals, objectives and program performance; compiles and analyzes data, prepares proposals and reports to assist in the evaluation of operations and services or to document compliance; maintains computerized records.

8. Plans and assists with Environmental Health communication, education, and outreach activities, including classes and newsletters; considers needs of diverse community served

to improve environmental health outcomes; assists with responses to information requests from public and/or media.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Applicable public health state statutes, laws and policies, and County ordinances; food microbiology, chemistry, mathematics, communicable disease, vector control, and epidemiology and the ability to relate the knowledge to environmental health programs.

Working knowledge of: Principles and practices of public administration and personnel management; environmental health and sanitation; procedures and practices of disease control; water, sewage, septic systems and their placement and usage; sanitary standards for public swimming and spa pools, facilities, schools, water supplies, restaurants, tourist facilities, and day care facilities; Incident Command emergency response; environmental health's role in preparing for, responding to, and recovering from emergencies and natural disasters; grant and contract preparation; techniques of negotiation and public relations.

Skill to: Communicate effectively, both orally and in writing; supervise, train, and evaluate the work of assigned staff; investigate and report on compliance with sanitary environmental standards, outbreak investigation and preparedness standards, laws, rules and regulations; perform and interpret physical and biological tests related to environmental health and sanitation investigation; direct staff in continuous efforts to improve quality, productivity and effectiveness; incorporate team participation in decision making; respond to changes desired by citizens and County staff; establish and maintain effective working relationships with business operators, other agency personnel, County employees and the public; stay current with emerging issues and problems in the environmental health field and new environmental health response strategies; promote public awareness and participation in the correction of public health problems; use technology devices such as computers or other systems; Microsoft software programs.

WORKING CONDITIONS

Duties in the field require standing, walking, twisting, squatting, bending, reaching, balancing, grasping, fine motor control, the ability to lift, carry, push, pull objects, and involve exposure to confined spaces, noises, dust, chemicals, slippery and/or uneven surfaces, and adverse weather conditions.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of three (3) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: The following licensure/certifications are required at the time of hire.

- Registration as a “Registered Environmental Health Specialist” (per ORS 700.020)
OR
- Licensure as a Sanitary Engineer or Public Health Engineer

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Edited: 12/24