ENVIRONMENTAL HEALTH SPECIALIST SUPERVISOR

DEFINITION

Under direction, plans, organizes and supervises environmental control, inspection and enforcement functions performed by staff within an assigned program area; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor’s degree from an accredited college or university with major course work in natural sciences, environmental sciences, engineering or a closely related field AND four years of full-time experience performing a broad spectrum of environmental control or enforcement functions in a health department or industry.

LICENSE OR CERTIFICATE

Requires certificate of registration as an Environmental Health Specialist with the Nevada State Board of Environmental Health Specialist within 90 days of appointment.

May require the ability to obtain Certification in the State of Nevada as a General Commercial Restricted Use Pesticide Applicator in the categories of Mosquito and Public Health. Certification must be obtained if assigned to the Vector Program.

A valid driver’s license is required at the time of appointment.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Senior Environmental Health Specialist by full supervisory responsibilities over the flexibly staffed Environmental Health Specialist series. Senior Environmental Health Specialists provide lead direction and work coordination under the supervision of an Environmental Health Specialist Supervisor.

SUPERVISION EXERCISED

Exercises direct supervision over lead and support staff assigned to the Environmental Health Services Division.

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Manage environmental health program(s) by planning, organizing and supervising control, inspection, surveillance and investigation activities performed by subordinate staff to ensure that regulations are adhered to and the public is served in a timely and efficient manner.

Supervise assigned professional and technical staff, which includes: staff selection, providing training in proper work methods and techniques, assigning and reviewing work, conducting performance evaluations, coaching and development, and implementing discipline and conflict resolution procedures when necessary.

Oversee office and field operations for assigned program(s) including reviewing work methods and procedures; developing, recommending and evaluating revisions to program area(s), staffing levels, regulations, protocols and
procedures to accommodate required regulatory changes for environmental hazard control and ensure efficient operations.

Coordinate assigned services and activities with other programs, divisions, departments and outside agencies/organizations to enhance the effectiveness of assigned area(s).

Maintain a variety of files and records (computerized and manual) related to control, inspection, surveillance and investigation activities; prepare and/or supervise the preparation of statistical and operational reports that reflect program activities and accomplishments.

Review permit applications and building plans to determine if proposed construction and/or businesses are in compliance with established health and safety regulations; recommend methods for applicants and businesses to achieve compliance and gain permit approval.

Recommend and implement methods for the control or eradication of specific environmental deficiencies to curtail the occurrence of conditions that adversely affect human health, safety and comfort.

Develop public and industrial education programs concerning environmental issues; make presentations to schools, businesses and community groups; oversee the production of public information brochures and materials to create a better understanding of programs, services, policies and projects.

Testify in court and before designated hearing boards regarding actions, involvement, observations and information obtained as it relates to violations of environmental regulations.

Prepare budget recommendations and justifications for assigned program(s), including staffing levels, expenditures for equipment, supplies and other needs to assist in the formation of an annual budget for the division/department.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

Perform inspections and investigations of environmental complaints and conditions to determine the extent of compliance/non-compliance and the need for corrective/preventative action; ensure compliance with environmental standards and regulations through the issue of quarantine orders and citations; issue or revoke operating permits.

Conduct field surveys, determining sources of potential environmental health hazards and population ecologies to evaluate public health risks; implement control measures to eliminate or reduce potential health hazards and promote human health, safety and comfort.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

**Knowledge of:**
State and local regulations governing compliance with environmental standards for health, safety and comfort.

Health/safety violations and possible solutions specific to assigned program(s).

Operations, services, protocols and activities of assigned program areas.

Departmental/divisional policies, practices and procedures.

Management information systems and software programs used in the assigned area.
Countywide personnel policies such as affirmative action, sexual harassment, discrimination and EEO.

Budget development methods and techniques.

**Ability to:**
Select, supervise and evaluate the performance of assigned staff.

Understand the organization and operation of the County, District Board of Health and outside agencies as necessary to assume assigned responsibilities.

Provide explanations and information, answer questions, and make recommendations for action in a manner that does not provoke or intimidate members of the public.

Recognize work methods and procedures that promote a safe working environment for employees and others and to train staff in same.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

**Knowledge of:**
Federal regulations governing compliance with environmental standards for health, safety and comfort.

Principles and practices of public and environmental health.

Sampling and testing protocols, methods and techniques for environmental health and vector control data programs.

Conditions contributing to environmental health problems, including human disease/injury causation factors (human, animal and plant) and accepted control measures.

Quantitative methods, scientific methodology, data collection and report preparation.

Instrumentation and equipment commonly used in environmental health programs.

Principles of general management, supervision and training.

**Ability to:**
Use sampling and testing methods for environmental health data acquisition.

Observe and evaluate environmental deficiencies and hazards and recommend solutions.

Read, interpret, apply and explain pertinent laws, statutes, codes, regulations and standards, including administrative and departmental policies and procedures.

Work cooperatively with other departments, divisions, outside agencies and boards, business owners, management and the general public

Communicate clearly and concisely, both orally and in writing.

Research, compile, tabulate, analyze and interpret data and information.

Operate a personal computer and use a variety of software packages.

Read blueprints and construction plans.
Write investigative reports and other documents.

Maintain files, records, data and information.

Plan, prioritize and organize work to meet schedules and timelines.

Establish and maintain effective working relationships with those encountered in the course of work.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Work is performed in a standard office environment and various indoor and outdoor offsite locations. Ability to lift and move objects weighing up to 50 lbs. Ability to operate testing equipment for environmental health and vector control. Ability to use standard office equipment including computers, copiers, telephones, and FAX machines. Ability to work around machinery with moving parts and on slippery or uneven surfaces. Ability to tolerate exposure to the elements, dust, chemicals, and possibly toxic substances.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.