DIVISION DIRECTOR – ENVIRONMENTAL HEALTH SERVICES

DEFINITION
Under administrative direction of the District Health Officer, organizes, directs and provides leadership for the Environmental Health Services Division of the District (city-county) including water, liquid waste, solid waste, vector borne diseases, food establishments and other programs; represents the division on a variety of matters at the state, federal and county level; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS
Education equivalent to graduation from an accredited college or university with a bachelor’s degree in natural or environmental sciences or a closely related field, AND six years of full-time experience performing environmental control or enforcement functions in a health department or industry, including two years of supervisory experience; OR an equivalent combination of training and experience.

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

Certification as a Registered Environmental Health Specialist is desirable.

SUPERVISION EXERCISED
This is a management classification for the District (city-county), exercising direct and indirect supervision over professional, paraprofessional and support staff within the Environmental Health Services Division.

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

Participate in the development and implementation of the District Board of Health Strategic Plan.

Plan, organize, direct, coordinate and administer the Environmental Health Services Programs of the Health District.

Prepare, present and implement a Division Operating Plan, including development of program requirements based on statutes and the need for the protection of environmental resources in the Health District, monitoring and reporting program accomplishments.

Explain division regulations, strategies, environmental health and related issues to the public and other governmental entities.

Coordinate with environmental and public health agencies, and other stakeholders in the development of methods to achieve the goals of the Health District.

Under direction from the District Health Officer and in conjunction with the Administrative Services Division, prepare a proposed annual budget for the Environmental Services Division, and monitor and control and expenditures control during the fiscal year.
Compile, maintain and analyze data to determine workloads, staffing priorities, program growth and community needs.

Hire, direct and supervise the activities and performance of assigned staff including training, work assignment and review, employee discipline and performance evaluation.

Ensure Division services are provided to the public in a professional and respectful manner while assuring the protection of public health.

Provide direction and guidance for enforcement processes including enforcement techniques, documentation of facts, evidence collection and issue of notices of violation, stop work orders, operating permit suspensions and citations.

Consult with the District Attorney’s representative concerning enforcement issues.

Provide and conduct hearings before hearing boards and District Board of Health.

Ensure that staff actions and hearings are in compliance with the provisions of the Nevada Revised Statutes, Nevada Administrative Code and District Board of Health Regulations.

Assign, direct and review inspection activities of the Environmental Division.

Assist with the formulation of policies and programs including technical and research activities, monitoring techniques and program development.

Prepare environmental standards recommendations for the Washoe County District Board of Health.

Lead the Quality Improvement efforts of the Division: Evaluate operational performance, review work methods, and procedures, develop and implement changes in work processes, work flow and/or equipment used to ensure efficient operations.

Justify and approve expenditures for purchasing and staff travel, including approval of purchase orders and requisitions.

Evaluate program activity reports and the status of program workloads, assessing program accomplishments and needs.

Represent the District during special hearings and court proceedings concerning violations of environmental standards.

At the discretion of the District Health Officer, may act in the capacity of the Division or Department Representative in issues pertaining to Environmental Health or other health related matters as assigned during Nevada State Board of Health meetings and State of Nevada Legislature standing committees.

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.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

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

**Knowledge of:**
Departmental/division policies and procedures.

Countywide personnel policies such as Affirmative Action, sexual harassment, discrimination and EEO.
Computer software specific to the department/division.

**Ability to:**
Supervise personnel in accordance with County personnel rules and regulations.

Plan, coordinate, lead and direct the staff and operations of the Environmental Health Services Division.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

Conduct public hearings.

Interpret federal, state and local regulations and statutes.

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

**Knowledge of:**
Principles and practices of leadership, management and supervision.

Principles of budget preparation and fiscal accounting.

State, federal, and local environmental control programs and laws, rules and regulations.

Methods and procedures of identifying and mitigating environmental risks.

Investigation, inspection and enforcement techniques.

**Ability to:**
Interpret, understand and apply technical reports, statutes, rules and regulations, and interpret chemical and physical test results and data.

Evaluate work priorities, procedures and processes to improve their effectiveness and efficiency.

Direct investigations and inspections, ensuring the use of proper investigative techniques and processes, and the undertaking of appropriate enforcement actions.

Develop and implement recommendations regarding work procedures and cost-effective services.

Communicate effectively both orally and in writing.

Make sound decisions under pressure and negotiate outcomes that consider individual rights and meet environmental standards.

Maintain cooperative working relationships with Health District staff, public, and representatives of other agencies.

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

Ability to work in a standard office environment. Ability to lift and move objects weighing up to 25 lbs. Ability to use environmental testing equipment and office equipment including computers, copiers, telephones, and 2-way radios.

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