

DIRECTOR OF ENVIRONMENTAL HEALTH

Location: Tioga County Public Health Department
Classification: Competitive
Salary: Management/Confidential
Adopted: 5/93, 04/24; Revised 9/98, 3/2020 Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This is work of a professional public health nature involving responsibility for planning, directing, supervising, and executing the environmental health programs of the County Department of Health. An employee in this class is responsible for furnishing advice and guidance to local officials and the general public regarding public health and environmental health problems and measures necessary for improvement and compliance with legal requirements. The incumbent will provide leadership in the promotion of public health through the application of public health theory and environmental health practices. The Director will enforce the provisions of the Public Health Law and State Sanitary Code in relation to environmental health matters. General direction is received from the Public Health Director, who reviews the work for accomplishment and adherence to policy, the Board of Health, and the State Health Department. Wide leeway is allowed for the exercise of independent professional judgment in the completion of work details. Supervision and direction are exercised over all environmental health staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Plans, develops, directs and administers environmental health programs and supervises the work of the division and all staff within the division;
- Supervises enforcement of provisions of Public Health Law and State Sanitary Code and local laws relating to various environmental and public health issues; or designation by Public Health Director
- Plans and directs programs for training of non-employee environmental health personnel; food handlers, camp owners and other classes of operating personnel;
- Organizes and assures technical training for Environmental Health employees;
- Reports activities and departmental progress to the Director of Public Health-and the Board of Health, as required;
- Evaluates environmental health issues/complaints and prepares action plans to ensure resolution;
- Performs field investigations and or inspections of incidents or facilities that require a high degree of technical expertise and independent judgment;
- Provides oversight of County rabies program and interacts with local hospitals, physicians, veterinarians and state and local public health agencies regarding rabies administration;
- Serves as a member on committees and/or organizations established to consider public health issues, such as solid waste or watershed protection and others;
- Represents the Department of Health on matters and problems related to environmental health, as requested by the Director of Public Health;
- Reviews remediation plans for lead and hazardous material sites;
- Maintains relationships and cooperates with State and Federal agencies whose work or policies affect environmental health programs;
- Assess environmental division departmental needs for technical equipment needs and purchases;
- Prepares case history reports, presents cases and represents the environmental division at administrative hearings;
- Prepares policy, technical advice and/or training programs as needed, concerning environmental issues for all departments in the county;
- Prepares and reviews division reports to State agencies and State reports concerning environmental health;
- Participates in quality assurance/improvement activities and formulates environmental health policies with approval from the Director of Public Health;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of the principles, techniques, practices and administration of environmental health programs as related to air pollution, water supplies and purification, sewage disposal, stream pollution, sanitary control of restaurants and

public eating place, camps, hotels, rabies, lead, toxins, lodging houses, boarding houses, swimming pools, schools and other places, insect and rodent control, housing, public health nuisances, general sanitation, hazardous and solid wastes; good knowledge of provisions of Public Health Law and State Sanitary Code and local laws related to above subjects; ability to plan, develop, direct and administer environmental health programs and to project and integrate these into department programs; ability to prepare and access technical reports and correspondence; ability to supervise the work of others; ability to effectively communicate both orally and in writing with the public and other officials; ability to develop and maintain good public relations; professional judgment; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: A baccalaureate degree from a regionally accredited or New York State registered college or university in sanitary, environmental, chemical, civil or public health engineering or a related engineering field – **OR** – a bachelor's degree from a regionally accredited or New York State registered college or university with thirty (30) credit hours in the natural sciences, of which not more than twelve (12) credit hours may be in the applied sciences; **AND EITHER:**

- a. Two (2) years of administrative and supervisory experience as a supervising engineer **or** supervising sanitarian as defined in this Part; **OR**
- b. Five (5) years of environmental health experience, including two years of supervisory responsibility that demonstrates that the candidate has the technical and administrative skills necessary to manage programs that can anticipate, recognize, and respond to environmental health challenges.

Note: A master's degree in public or environmental health or a related field that demonstrates the five core competencies of a public health education (Biostatistics, Environmental Health Services, Epidemiology, Health Policy, and Management and Social and Behavior Sciences) may be substituted for up to two (2) years of the required environmental health experience.

Special Requirements:

- Possession of a valid driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the job;
- Must be available in the event of a public health emergency.