

**LEAD ENVIRONMENTAL HEALTH SPECIALIST
ENVIRONMENTAL HEALTH
HEALTH DEPARTMENT**

General Statement of Duties

Responsible for administering the county's Environmental Health Program including the supervision, coordination and performance evaluation of the Environmental Health staff. This employee is responsible for ensuring the Environmental Health Programs meet all standards established and mandated by the North Carolina Department of Environment and Natural Resources and the local Health Director. This employee gives consultation as needed and provides backup to the staff. Reports to the Health Director.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee evaluates environmental health needs for the county for periods of one or more years and develops plans for program additions, deletions, or changes to meet these needs. Employee sets priorities and deadlines and plans work assignments and re-assignments for staff members to accomplish goals and objectives.

Organizing and Directing - Employee adjusts work assignments and work schedules and re-assigns staff as necessary to meet changing needs and shifting program emphasis. Employee makes changes in methods and procedures; however, major program changes are reviewed by a higher level authority.

Budgeting - Employee assesses equipment, personnel, and supply needs of the environmental health section for both on-going and proposed programs, and provides the Health Director with a proposed budget. Employee works closely with the agency director in finalizing and justifying the environmental health budget to local governing boards.

Training - Employee provides or ensures that on-the-job training is provided to newly employed staff, determines section and individual training needs, and schedules training as appropriate. Employee has involvement in the development of specialized training programs.

Setting Work Standards - Employee ensures that staff knows and follows established State and local standards and requirements, sets quality and quantity standards for the section, and evaluates community needs and has strong input in the development, passage, and implementation of a variety of local ordinances. Employee has input into the development of statewide standards.

Reviewing Work - Employee reviews the work of staff through review of records and reports, through formal and informal discussions as necessary, and through the review of work on-site on a planned periodic basis.

Counseling and Disciplining - Employee counsels staff as to work and personnel concerns, issues oral warnings as appropriate, and handles grievances at the first level in accordance with the county's Personnel Ordinance. More serious problems are referred to the Health Director with appropriate recommendations. Employee has strong input into the final decision.

Performing Other Personnel Functions - Employee makes recommendations to the Health Director

regarding personnel actions such as promotions, transfers, and salary adjustments with a strong influence on the final decision, and evaluates staff on an annual basis. Employee interviews applicants and selects new employees subject to the concurrence of the Health Director.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Employee periodically responds to fairly predictable changes in programs or in methods and procedures, and must be able to rapidly adjust to shifting environmental health needs within the community. Where changes are mandated at the State or Federal level, guidelines are normally provided.

Variety of Work Supervised - Employee supervises work in a variety of environmental health programs.

Employees Responsible For – Employee supervises all members of the Environmental staff consisting of both professional and paraprofessional employees.

III. EXTENT OF SUPERVISION RECEIVED:

Limited supervision is provided by the Health Director with completed work reviewed periodically. Employee independently manages and administers programs based on broad goals and objectives. Work is reviewed for program effectiveness and results through reports and conferences, usually after completion.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Employee is required to coordinate and interact with several local governing boards including but not limited to the Board of Health and the County Commissioners.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of environmental health laws, rules, and procedures. A thorough knowledge of office administration and management to include personnel policies and procedures and the budget process. Ability to plan for environmental health programs or specialized sections of a program. Ability to establish and maintain working relationships with a wide range of public, private, and community groups and individuals. Ability to work with others in solving the more complex environmental health and/or administrative management problems. Ability to function as a sanitarian.

Minimum Education and Experience – Bachelor of Science degree with 30 hours of science and satisfactory completion of the North Carolina Centralized Intern Training (CIT) program with ten years experience in environmental health working at the environmental health program specialist level or higher with a minimum of five years in administrative management or supervisory capacity. Advanced training in all program areas. Registered Sanitarian with state certification. Fifteen hours of continuing education per year required for recertification to practice as a registered sanitarian.

Necessary Special Qualification - Registered as a Sanitarian by the North Carolina State Board of Sanitarian Examiners.

Examples of Duties Performed

- Conducts performance appraisals of personnel at periodic intervals. Observes technique and assures proper procedure is maintained by accompanying staff in making on-site inspections. Reviews records as necessary.
- Works closely with county attorney on all legal matters pertaining to environmental health.
- Uses appropriate guidelines and resources as well as all state and local public health laws and county ordinances. Must be duly authorized to practice as a Registered Sanitarian under provision of Chapter 90A of the General Statutes of North Carolina. Must be authorized by the Department of Environment and Natural Resources as specified by General Statute (Article I, parts 2,4,5,6 of the G.S. Chapter 130A; G.S. 130-17; G.S. 130A-23) and the local health department to enforce state and local sanitation laws, regulations and ordinances.
- Collaborates with other federal, state and local agencies that need the assistance of the health department in meeting their objectives. Works in cooperation with the County Board of Health, Board of Commissioners, North Carolina Department of Human Resources, Department of Environment and Natural Resources, all county agencies and departments, the public school system, civic organizations, EPA, industry and the general public.

