

ENVIRONMENTAL HEALTH DIVISION DIRECTOR

KIND OF WORK

Highly responsible professional and administrative work in the field of environmental health.

NATURE AND PURPOSE

The employee in this class is responsible for planning and developing the environmental health programs of the Department of Health and for assuring that program objectives are reached within pre-determined fiscal limitations. This employee is responsible for assuring compliance with State and Federal statutes, regulations, and standards relating to environmental health and for providing technical consultation and guidance for environmental health activities affecting the people of Minnesota.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

To assure the establishment of operating policies for, and direct the activities of, the Division of Environmental Health so that the statutes, regulations, and standards of the department are implemented in a manner which will assist in obtaining the objectives of the department.

To analyze the functions of the division in order to determine the proper organization, staffing, and resources allocation for efficient operation.

To review and, if necessary, make final decisions on environmental health technical problems to assure that technical judgments are in accordance with statutes and standards in connection with water supplies, plumbing, childrens camps, soil absorption systems for sewage disposal, swimming pools, water supply operators training, well drilling, water conditioning installation, radiation control, occupational health hazard evaluation, mobile home park and recreational camping area, hotels, resorts, and restaurants.

To ensure development and enforcement of appropriate and adequate standards and regulations in order to meet the environmental health needs of the state.

To coordinate activities of the Environmental Health Division with other Health Department divisions and other State agencies and Boards, represent the Department on intra-state committees, and assist in preparing agreements with other jurisdictions relative to environmental health projects.

To plan, direct, and evaluate environmental health training programs in order to assure that personnel are knowledgeable in regard to the activities and tasks which are their responsibilities and assure maximum return for the resources used.

To prepare budget estimates and requisition personnel, supplies, and equipment.

To ensure that fiscal matter determinations for the division are in accordance with legislative appropriations and to assure that maximum benefits are received for expenditures.

To develop and maintain a laboratory to make analyses and provide data in areas affecting environmental health, evaluate potential environmental health problems and report problems indicated by laboratory data to responsible program staff, and provide assistance to other divisions and state and local agencies where laboratory support is required to carry out the environmental program.

To plan program development and identify environmental problems which have public health significance in order to prepare solutions for consideration including needed legislation, regulations, and program emphasis.

To perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of environmental health programs.

Thorough knowledge of modern principles of administrative management and public health administration.

Ability to:

Ability to develop operating policies for, and program administrative direction to, statewide environmental health programs.

Est.: 7-5-67
Ckd.: 12-3-68, 9-92

T.C.: 9-7-76
Former Title(s):