

ENVIRONMENTAL HEALTH SUPERVISOR

KIND OF WORK

First level supervisory environmental health program work.

NATURE AND PURPOSE

Under limited supervision, an employee in this class supervises activities in an environmental health program with statewide impact; performs difficult and complex assignments requiring considerable knowledge and application of federal, state and/or departmental regulations and policies without review of action taken; receives some direction from an Environmental Health Manager or higher level employee; performs related work as required.

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

Recruits, interviews and employs subordinate staff so that well-qualified individuals are selected to perform the work.

Administers a major management program function such as budgeting, enforcement, licensing, etc.

Establishes and administers operating policies and directs the activities of an environmental health program to assure that program elements are implemented.

Analyzes the functions and responsibilities of an environmental health program to determine the proper organization, staff and resource allocation in order to assure efficient program operations.

Assigns and evaluates work of subordinates so that goals and objectives of the program are met.

Provides orientation, training and development for subordinate staff so that skills are acquired and/or maintained and performance problems are corrected.

Makes verbal and written reports on program activities so that higher level management is aware of problems and progress toward meeting program goals.

Provides program information when requested for other health professionals, policy makers and the public so that program goals, requirements and accomplishments are communicated.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

State and federal environmental health laws, regulations and policies that impact section programs.

Environmental health and public health practices as they relate to the programs supervised.

Ability to:

Organize and direct large and complex environmental health programs.

Direct the preparation and administration of budgets for programs managed.

Interpret law, regulations and policy to industry, government and the public.

Motivate, supervise and evaluate subordinate employees effectively.

Effectively speak and present at public meetings.

Develop and review reports and make policy recommendations.

Coordinate functions to accomplish goals of the programs.

Effectively communicate verbally and in writing.

Solve complex problems where there are no clear solutions.

Establish and maintain effective working relationships with federal, state and local officials, community groups, regulated community and the general public.

Est.: 3/94  
Rev.:

T.C.:  
Former Title(s):