A logo of a health department

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Madison County Health Department

◊ 493 Medical Park Drive ◊ Marshall, NC 28753 ◊

◊Tel: 828-649-3531 ◊ Fax: 828-649-9078 ◊

[www.madisoncountyhealth.org](http://www.madisoncountyhealth.org)

**Tammy Cody, MHS Melissa Robinson, MD**

**Heath Director Medical Director**

VACANCY ANNOUNCEMENT

TITLE: Environmental Health Supervisor

GRADE: 69

DESCRIPTION OF WORK:

This is supervisory work over the environmental health department in a small, rural, county health department. Employees at this level spend a majority of their time in supervisory and administrative duties and may have additional responsibility.

This position works to promote the public’s health through education surveillance, consultation, inspections, and enforcement of local, state and federal environmental health laws and regulations. Consultation is provided to other health department staff, local officials, contractors and developers on complex wastewater treatment systems that may arise. The employee will analyze complex situations, problems and issues to develop and recommend alternative courses of action.

Planning – Operating within established State and local guidelines, employees have strong input into long-range planning for the environmental health program. Within established program goals, employees adjust workload priorities on a daily or weekly basis to ensure goals are met. Employees make proposals for program and staff changes to a higher authority.

Organizing and Directing – Employees develop and adjust individual work assignments and schedules to ensure established goals are met or to meet immediate program needs. Budgeting - Employees are responsible for proposing supply, equipment, and personnel needs to a higher level authority for final determination as to budget requirements. Employees are responsible for operating within the established budget.

Training. - Employees provide on-the-job training and orientation for newly employed or assigned staff and assess staff training needs and make proposals as to training requirements to a higher level authority. Employees select staff to attend standardized training sessions.

Setting, Work Standards - Employees ensure that staff know and follow established State and local standards and requirements, set work quality and quantity standards for the environmental health program or section, and may have input into the development of local ordinances.

Reviewing Work - Employees review work of staff on a daily, weekly, and monthly basis through review of records, reports, and informal discussions and provide on-site reviews on a periodic basis. Review is primarily to ensure that established standards are being met and is usually after the work has been completed.

Counseling and Disciplining - Employees informally discuss disciplinary and grievance concerns with staff and may provide first oral warning. Other problems are referred to a higher level authority in accordance with local disciplinary and grievance policy procedures.

Performing Other Personnel Functions - Employees evaluate staff annually, make recommendations for salary adjustments and promotion, interview applicants jointly with higher level supervisor, and have strong input on final decisions. Employees make recommendations concerning suspension and dismissal actions.

On-Site Wastewater Treatment

* Arrange appointments with owners/developers/contractors/agents to evaluate lots for ground absorptions sewage disposal systems.
* Evaluate on site lots/property for soil characteristics, topography, soil depth, drainage and available space as per local and state guidelines.
* Design a wastewater treatment system utilizing knowledge of local, state and federal rules and regulations.
* Maintain extensive knowledge base of available treatment options and current alternative system options for complex situations.
* Work closely with treatment system installation to assure proper placement of on-site system.
* Assist in the training of other environmental health specialists regarding the on-site wastewater program.
* Issue or deny Improvement permit/Construction Authorization based on conditions observed and compliance with rules and regulations.
* Inspect completed installation prior to back-filing. If the system is in compliance with rules and regulations and all conditions are met on the Construction Authorization, issue a Certificate of Completion.

Private Well Inspection

* Arrange appointments with owners/contractors/agents to evaluate lots for well placement.
* Review and approve plans for well construction.
* Issue or deny Well Construction Authorization.
* Inspect well grouting and well head at installation. If the system is in compliance with state rules and regulations and all conditions described on the Construction Authorization, issue a Certificate of Completion.
* Assist in training of other environmental health specialist regarding the private well program.
* Provide consultation as needed to well drillers, pump installers, and others involved in placement and construction of well.
* Provide education to well owners in methods to protect and maintain a safe drinking water supply

Food and Lodging

* Assure acceptable level of sanitation is maintained in all food, lodging, and institutional establishments in Madison County
* Perform sanitation inspections and post grades in all applicable establishments in accordance with NC Administrative Code
* Perform compliance investigations as necessary or indicated
* Investigate and initiate corrective actions regarding public complaints involving food, lodging, and institutions
* Investigate and initiate corrective actions for all outbreaks of illness suspected to be associated with food establishments
* Provide and/or assure that educational programs for food service personnel are available routinely or upon request
* Review and approve plans for new construction, remodeling, and equipment changes at food, lodging, and institutional establishments prior to construction
* Assure an acceptable level of sanitation is maintained in all special feeding sites, daycare centers, and foster homes

Other

* Participate in public health preparedness training and activities.
* Participate with other health department staff on environmental/epidemiological issues such as foodborne illness and disease, etc.
* Participate in required educational opportunities to maintain high level of knowledge and skills.

This is a general description of the duties of this position. Other duties may be assigned by the health director.

KNOWLEDGE, SKILLS AND ABILITIES:

* Considerable knowledge of environmental health laws, rules and procedures, as well as complete understanding of the concepts of public health law
* General knowledge of office administration and management to include personnel policies and procedures and the budget process
* Comprehensive knowledge of the duties and responsibilities of a sanitarian.
* Ability to function as a sanitarian.
* Ability to plan for and supervise the work of a small environmental health staff.
* Ability to exercise sound judgment and deal tactfully with a wide range of public contacts while enforcing public health laws and regulations
* Ability to motivate and educate business and property owners and the consuming public in matters related to protecting and promoting public health.
* Ability to develop and express ideas and opinions concisely and clearly in oral and written form
* Ability to independently plan and schedule work activities and perform assignments
* Ability to apply environmental health knowledge and techniques in the investigation of environmental health problems
* Ability to work with others in solving the more complex environmental problems

MINIMUM TRAINING AND EXPERIENCE:

1. Required Minimum Training:
   * Baccalaureate degree from an educational institution rated as acceptable by the Board of Registered Sanitarians with a minimum of 30 semester hours or equivalent in the physical and/or biological sciences
2. Additional Training/Experience:
   * Two years of experience as the Environmental Health Specialist level in a health department
3. License or Certification Required by Statute or Regulation:
   * Registered as a Sanitarian by the North Carolina Board of Sanitarian Examiners
   * A valid North Carolina driver’s license is required to carry out job-related essential functions.

The employer will consider candidates with the minimum education requirements who are not yet certified or registered. Noncertified or registered candidates must be willing to obtain certification and registration within the first year of employment.

CONDITIONS OF EMPLOYMENT:

Applicants must have a valid NC driver’s license and reliable transportation. All applicants tentatively selected for this position will be required to submit to a urinalysis to screen for illegal drug use. A criminal records check will be conducted.

APPLICATION PROCESS:

Applicants will be given credit only for information provided in response to this announcement. No additional information will be solicited or considered by this office; therefore, persons who submit incomplete applications may not receive full credit for their education, training and experience. Applicants will not automatically be given credit based on their position title.

A NC State Application Form (PD 107) and official high school and/or college transcripts must be submitted to:

Tammy Cody, Health Director

Mailing Address:

Madison County Health Department

493 Medical Park Drive

Marshall, NC 28753

Or

Email:

[tcody@madisoncountync.gov](mailto:tcody@madisoncountync.gov)

CLOSING DATE:

Position is open until filled.