



Creative Regional Solutions Since 1968

Western Piedmont Council of Governments Environmental Health Supervisor

The Western Piedmont Council of Governments (WPCOG) is currently seeking an energetic, self-motivated and detail oriented candidate for the position of **Environmental Health Supervisor**. The WPCOG is an innovative and forward-thinking organization dedicated to addressing planning issues for the region. Situated in the beautiful rolling hills and mountains of Western North Carolina, with ample opportunities for recreation, shopping and dining abounding in the region, the area is an ideal place to call home. The region contains great natural resources from the slopes of Grandfather Mountain to five major lakes along the Catawba River. The region contains a population of about 365,000 in Alexander, Burke, Caldwell and Catawba counties.

THE ORGANIZATION:

WPCOG is a regional governmental agency owned by the 28 local governments in the region and was organized in 1968 to provide long-range planning, technical assistance and regional delivery of services. Our organization is one of 16 regional councils in North Carolina formed under NC General Statutes 160A 470-478. Local governments eligible for WPCOG membership include Alexander, Burke, Caldwell and Catawba Counties located in Western NC and the 24 cities and towns within those counties.

WPCOG is organized into eight departments including: Administration; Finance; Workforce Development; Community and Economic Development; Community and Regional Planning; Regional Housing Authority; Area Agency on Aging; and IT/Facilities.

COMMUNITY & REGIONAL PLANNING DEPARTMENT:

The WPCOG Community & Regional Planning Department engages in various types of planning services for local governments and other partners in the Western Piedmont. Those services are organized into six divisions:

- Community & Regional Planning
- Transportation Planning (d/b/a Greater Hickory MPO)
- Regional Data Center / GIS
- Natural Resources
- Environmental Health
- Code Compliance & ADA

The department consists of sixteen (16) full-time positions providing a comprehensive set of services. The WPCOG is adding seven additional positions for the administration of the environmental health program for Caldwell County.

Western Piedmont Council of Governments
P.O. Box 9026, Hickory, NC 28603
www.wpcog.org

POSITION DESCRIPTION:

The **Environmental Health Supervisor** is responsible for administering the Environmental Health Program including the supervision, coordination and performance evaluation of staff. This employee is responsible for seeing that the Environmental Health Program meets all standards required by the North Carolina Department of Environment and Natural Resources and the local health director. This employee gives consultation as needed and acts as backup to the staff.

Performs specialized EH workforce performing regulatory functions such as monitoring, design review, permitting, inspecting, grants and, administrative actions investigations, enforcement actions, public participation in the regulatory process, fee program implementation, inter-governmental agency coordination, training, program planning and evaluation and other related tasks. Assists with the development and implementation of policies and procedures governing food service, swimming pools, on-site sewage management, and water quality sampling and testing, conducting home environmental surveys (i.e. lead), emergency preparedness and other environmental issues. Functions as technical expert to staff and others including federal, state, county, municipal and industrial officials, consultants and the public. Provides technical training to other professional staff and the public.

QUALIFICATIONS:

- Considerable knowledge of environmental health laws, rules and regulations. In depth knowledge of office administration and management.
- Comprehensive knowledge of the duties and responsibilities of an Environmental Health Specialist. Ability to function independently and to plan for and supervise the work of an environmental health staff. Ability to motivate.
- Strong competencies in the areas of oral and written communication, interpersonal skills, teamwork, leadership, and planning/evaluation skills are also desired.
- Valid NC state driver's license.
- Bachelor of Science degree with 30 hours of science and satisfactory completion of the North Carolina Centralized Intern Training (CIT) program with three years' experience in environmental health working at the environmental health specialist level with one year in administrative management or supervisory capacity.
- Registered Environmental Health Specialist with state certification. Fifteen hours of continuing education per year required for recertification to practice as a registered sanitarian.
- Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis for a maximum of Two years non-managerial/supervisory experience

SALARY & BENEFITS:

The hiring range for this position is **\$56,309 to \$65,000**. New hires are eligible for up to a 5% increase with the successful completion of probationary period.

- WPCOG is a member of the North Carolina Local Governmental Employees' Retirement System. This entitles vested employees with at least five years of employment to a defined benefit at the time of retirement. Members contribute 6% of gross compensation each month. This is a before-tax deduction. Western Piedmont Council of Governments contributes an actuarially determined percentage of the gross payroll of members each month.
- The Western Piedmont Council of Governments will contribute 4.2% of each employee's salary and match 4%, for a possible total of 8.2%, to either the NC 401k or the NC 457.
- WPCOG pays 100% of an employee's health and vision coverage. The current plan is a high deductible health plan with a Health Savings Account (HSA). Contributions to the HSA are made pre-tax through payroll deduction.
- WPCOG pays 100% of the following premiums:
 - Life Insurance with AD&D - \$100,000
 - Dental Insurance - Employee and Family
 - Short-Term Disability (Weekly Indemnity)
 - Long-Term Disability
- WPCOG provides for the following payroll deduction and retirement options:
 - NC 457 Plan
 - NC 401(k) Plan
 - Additional Voluntary Life Insurance
- WPCOG provides for the following paid leave options:
 - 11 Paid Holidays Per Year
 - Annual Leave earned based on approved years of relevant government service
 - 12 Sick Leave Days Per Year
 - Longevity Pay

APPLICATION PROCESS:

Position open until filled.

Please submit a cover letter, resume, references and WPCOG application to Director of Administrative Services and Human Resources, Ashley Bolick, at WPCOG, P.O. Box 9026, Hickory, NC 28603. Emailing application materials is acceptable, ashley.bolick@wpcog.org. Questions should be directed to Ashley at (828) 485-4221. Final candidates will be subject to an interview process. The WPCOG is an Equal Opportunity Employer.

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