



Environmental Health Supv

Job Code
GG0046

FLSA Status
Administrative

Job Family
Health

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Salary Grade
14

Hiring Range
\$83,960.00 - \$125,939.00

Position Summary

Coordinates environmental program activities and conducts inspections in specialty areas and assists in the development and implementation of policies, procedures and systems. This supervisory position is responsible for overseeing a team of Environmental Health Department staff who are charged with protecting and promoting public health through enforcement of state and local environmental health laws, rules, and regulations by conducting inspections and investigations; reviewing construction plans; issuing operating permits; and education.

Essential Functions

- Supervise, review, and evaluate the work of environmental health staff and prepare staff performance reviews; promotes individual growth and development; and recommend disciplinary action.
- Ensure critical uniformity in ongoing interpretation and application of environmental health programs through the preparation of detailed policy and procedural guidelines; reviews and analyzes staff inspection reports; files documentation and field observations; independently initiates corrective action in problem situations.
- Develop, implement, and supervise internal and external professional training activities and education programs.
- Recommend legal action to be taken for violation of state laws intended to protect citizens' health and well-being following the review of evidence and staff documentation.
- Provide technical guidance to environmental staff, managers, citizens, and contractors based on scientific knowledge and past experience, determining alternative methods of addressing issues to eliminate or minimize potential negative consequences.
- Supervise and directs food, vector, or water-borne communicable disease outbreak investigations, provides leadership and coordinating team effort; collates and analyzes data to corroborate or disprove hypotheses as to the cause of the outbreak and prepares a written report of findings.
- Provide a second opinion and on-site verification on establishment/facility permit suspensions and

closures.

- Assist in developing and maintenance of division/program budget, expenditures, policies and procedures.
- Assist manager in grant application procedures and grant maintenance as well as record maintenance and retention
- Coordinate division/program inspection and investigation activities with outside agencies and other County departments.
- Review plans and variance request documents for compliance with State and Local regulations.
- Attend state and local meetings and cross-departmental meetings as Environmental Health representative.
- Conduct and oversee inspections and investigations in a variety of settings for the purposes of protecting public health and safety.

Minimum Qualifications

Experience:

Minimum of five years of Environmental Health and authorization(s) in the areas of supervision.

Education:

Educational requirements are mandated by NC General Statute 90A 53(3): graduate from a baccalaureate or postgraduate degree program that is accredited by the National Environmental Health Science and Protection Accreditation Council (EHAC); or graduate from a baccalaureate or postgraduate degree program that is accredited by an accrediting organization recognized by the United States Department of Education, Council for Higher Education Accreditation (CHEA) having earned a minimum of 30 semester hours or its equivalent in the physical or biological sciences.

Combination of relevant education and relevant experience accepted?: No

Licenses and Certifications

- Chapter 90A of the NC General Statutes requires that an Environmental Health Specialist be registered with the NC State Board of Environmental Health Specialists Examiners as a "Registered Environmental Health Specialist"
- All requirements for registration, including successfully passing a comprehensive exam must be met within 3 years from date of registration or the incumbent cannot practice in this field.
- Requirements to be completed above the educational standard include: Successful completion of Centralized Intern Training provided by the NCDHHS (NC Department of Health and Human Services); Completion of 15 contact hours of Board approved continuing education annually; Completion of Environmental Health Law course within five years or initial registration.
- State authorization or licensure in one or more of the following fields: Food, Lodging and Institutions (FLI), Child-Care and School Sanitation (CCSS); Childhood Lead Poisoning Prevention (CLPP); Public Swimming Pools (PSP); On-Site Wastewater (OSWW); Tattoo Sanitation (TATT); Private Wells (Wells); Public Pest Control Operator from NC Department of Agriculture; FDA Standardized Retail Food Safety Inspection Officer
- Requires a valid North Carolina or South Carolina Driver's License
- Requires County Driving Privileges
- Annual Motor Vehicle Record (MVR) check required

Preferred Qualifications

Knowledge, Skills and Abilities

Knowledge of

- Management theories, principles and practices
- State laws and regulations, county ordinances, administrative rulings, and judicial decisions that pertain to the area of environmental health and sanitation
- Communicable diseases, transmission methods and prevention
- Engineering and architectural construction and design principles related to public health

Skills

- Interpreting statistical analyses of food, water, and vector borne illness outbreaks and other related environmental health issues and data
- Utilizing effective written and oral communications, providing exceptional customer service
- Recognizing and respecting diverse ethnic and cultural backgrounds
- Using a computer and related database and software applications
- Maintaining and managing resources: containing costs and balancing resources
- Managing performance: assigning responsibilities, taking corrective action, demonstrating leadership and evaluation, developing employees
- Quality Improvement Processes
- Organizational Effectiveness: Managing with facts, focusing on results, providing clear direction and encouraging innovation
- Strategic thinking: Think proactively and solving problems
- Organizing, evaluating, and acting upon observations identified in the field
- Reading and interpreting electronic building plan project submission documents, ordinances, and laws
- Conducting technical inspections

Abilities

- Applied Learning: Assimilating and applying new job-related information in a timely manner
- Business Acumen: Using scientific, economic, financial, market and industry data to understand and improve business results; using one's understanding of major business functions, industry trends and own organization's position to contribute to effective business strategies and tactics
- Collaboration: Working effectively and cooperatively with others; establishing and maintaining good working relationships
- Communication: Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the information provided
- Developing Others: Planning and supporting the development of individuals' skills and abilities so that they can fulfill current or future job/role responsibilities more effectively
- Facilitate Change: Encouraging others to seek opportunities for different and innovative approaches to addressing problems and opportunities; facilitating the implementation and acceptance of change within the workplace
- Managing Conflict: Dealing effectively with others in an antagonistic situation; using appropriate interpersonal styles and methods to reduce tension or conflict between two or more people
- Planning and Organizing: Establishing courses of action for self and others to ensure that work is completed efficiently

Computer Skills

- Proficient in various computer applications including Microsoft Office Suite

Physical Demands

Physical Demands

Frequency

Must be able to remain in a stationary position 50% of the time.

Frequently (10 to 24 hrs/week)

The person in this position needs to move about from point X to point Y.

Frequently (10 to 24 hrs/week)

Operates a computer or other office equipment.

Constantly (26 or more hrs/week)

Ascends/Descends a ladder to perform duties or operate equipment.

Occasionally (up to 10 hrs/week)

The person in this role is required to position themselves to maintain equipment such as computers, servers, machinery, etc.

Occasionally (up to 10 hrs/week)

The person in this role frequently communicates and must be able to exchange and convey information.

Constantly (26 or more hrs/week)

Must be able to review information on paper or computer.

Constantly (26 or more hrs/week)

Must be able to discern information from long distances.

Occasionally (up to 10 hrs/week)

Must be able to detect or distinguish flavor or smells.

Frequently (10 to 24 hrs/week)

Strength/Carry ADA locked

Demand

Weight

Frequency

Must be able to carry/move equipment

10 lbs or less

Frequent

Must be able to carry/move equipment

11-20 lbs

Occasionally

Must be able to carry/move equipment

21-50 lbs

Not Applicable

Must be able to carry/move equipment

51-100 lbs

Not Applicable

Must be able to carry/move equipment

Over 100 lbs

Not Applicable

Work Environment

Works in an office setting with moderate noise

Selection

This classification has been identified as having a role in the development of ADA compliant technologies and for which the incumbent agrees to follow County policies to the best of their abilities in order to meet these obligations.

No

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Disclaimer Statement

This is not intended to be an all-inclusive list of job-related responsibilities, duties, skills, requirements or working conditions. Other duties may be assigned based on business need and the supervisor's request. Mecklenburg County reserves the right to revise the job description at any time. Designated positions may be required to assist in emergency and/or disaster situations.