



DATE: June 6, 2025

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position.)

FROM: Eve Walter, Public Health Director
239 Golden Hill Drive, Kingston, NY 12401

JOB VACANCY: Environmental Health Manager / Permanent/Provisional / Full-Time / Benefited

LOCATION: GH Office Bldg

SALARY: \$44.37 / hour

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this class is responsible for providing administrative and technical support to the Director of Environmental Sanitation and/or the Public Health Director to ensure that department goals and objectives are met. The incumbents are responsible for coordinating and supervising the work of subordinate technical staff including Senior Public Health Sanitarians, Public Health Technicians and certain Environmental Health Aides assigned to varying public health programs. Among the responsibilities are planning, directing and evaluating environmental health programs involving food service establishments, private water supplies, private sewage disposal, rodent control, housing, beaches and swimming pools, refuse disposal equipment and facilities, x-ray installations, temporary residences and farm labor camps. This class is distinguished from that of other Public Health Sanitarian positions because of the augmented administrative responsibility including quality assurance and integrity of staff when administering environmental health programs and the overall administration of the programs. Work is performed under the general supervision of the Director of Environmental Sanitation (Associate Public Health Engineer) and the Public Health Director. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of environmental health principles, sanitation laws, regulations and modern inspection methods; good knowledge of the provisions of the Public Health Law, New York State and Ulster County Sanitary Codes, and New York State Department of Health Environmental Health Manual and Guidelines; ability to plan and supervise the work of others; ability to establish and maintain cooperative working relationships; ability to communicate effectively; ability to present ideas clearly and effectively both orally and in writing; ability to formulate sound plans and recommendations; ability to prepare narrative and statistical reports; good observation; good judgement; tact; courtesy; emotional stability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. A Bachelor's Degree from a regionally accredited or New York State registered college or university including thirty (30) credit hours in the physical or biological sciences and satisfactory completion of the Basic Environmental Health Course AND five (5) years work experience as a Public Health Sanitarian or higher level Sanitarian title, two (2) years of which must have been in a supervisory capacity; OR
- B. An Associate's Degree from a regionally accredited or New York State registered college or university; OR completion of sixty (60) credit hours; in either case, must have completed twelve (12) credit hours in the physical or biological sciences and completed the Basic Environmental Health Course AND seven (7) years work experience, five (5) years as at least a Public Health Technician and two (2) years as a Public Health Sanitarian, or higher level Sanitarian title, two (2) years of which must have been in a supervisory capacity.

Special Note: A Master's Degree from a regionally accredited or New York State registered college or university with a major in physical, biological, or environmental sciences, business administration, public administration or public health administration may be substituted for up to two (2) years of the above listed work experience (not substitutable for the two (2) years of which must have been in a supervisory capacity).

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.