

ENVIRONMENTAL HEALTH MANAGER

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 administrating 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.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Plans, coordinates and evaluates environmental health programs and proposes solutions to public health problems;

Develops plans and procedures to maintain and/or improve the quality of service;

Monitors and evaluates programs to collect data to assure proper administration of programs;

Supervises non-engineering technical personnel to ensure high quality of professional service to public;

Plans, schedules, and directs the work of assigned personnel;

Provides discipline to assigned personnel as deemed appropriate by Directors;

Acts as a liaison between personnel and Directors regarding grievances;

Provides relevant information to Directors for making program decisions;

Participates in training and developing staff;

Prepares programmatic reports to monitor compliance with the Department's Municipal Public Health Services Plan, the Department's Community Health Assessments, New York State Department of Health Performance Standards, New York State Code, as well as New York State Department of Health Environmental Health Manual items, memorandums and guidelines;

Performs field work at permitted facilities, regulated activities, emergencies and in response to complaints;

Reviews applications for issuance of operating permits at facilities and recommends such to the Public Health Director;

Assures code compliance at permitted facilities by maximizing utilization of staff;

Validates all public health hazards and nuisances discovered by self or staff and reports such to the Directors;

Initiates legal action or directs staff to initiate legal action when required;

Serves as a consultant to local jurisdictions involving discussions, instructions and demonstrations;

Studies present and proposed local regulations to determine conformity with the State Sanitary Code and confers with local officials regarding regulations which do not conform;

Serves as an Informal Hearing Officer.

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).

ULSTER COUNTY
3011 ENV HL MGR
Classification: Competitive
Union: UCSA
MGT

Adopted: October 18, 2001
Revised: January 10, 2002