

JOB DESCRIPTION: **ENVIRONMENTAL HEALTH SUPERVISOR**DATE: **3/1/2022**


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<b>EXEMPT (Y/N):</b>	Yes	<b>JOB CODE:</b>	CSC
<b>DEPARTMENT:</b>	Public Health	<b>CLASSIFICATION:</b>	314
<b>SUPERVISOR:</b>	Director, Public Health	<b>SALARY RANGE:</b>	E05
<b>UNION (Y/N):</b>	No	<b>LOCAL:</b>	N/A

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**GENERAL STATEMENT OF DUTIES:** Plan, organize and supervise the Environmental Health programs and services. Supervise and coordinate the work of the Environmental Health Specialists and other staff assigned to the Environmental Health Program to ensure compliance with public health laws and administrative rules. Operate with a high degree of independence and professional judgement to solve complex problems in the performance of assigned duties. Do related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other related duties may be assigned.

Plans, prioritizes, assigns, supervises and reviews the work of staff involved in the Environmental Health Programs.

Supervises and coordinates the personnel and activities of Environmental Health programs; supervises program field inspections, including septic system site evaluations, major and minor repairs to existing septic systems, water system surveys, restaurant licensing, pool inspections, and recreation park inspections; plans the work schedules of program personnel; and supervises, directs, and evaluates personnel job performance.

Determines procedures used in inspection processes; assesses information gathered by personnel; and makes recommendations for the protection of public health.

Coordinates the issuance of licenses, permits, citations, and violations notices; and monitors the performance of personnel issuing them. Enforces state laws and rules governing environmental sanitation, sewage disposal, public health inspections and other public health related issues.

Assists in creating a positive and supportive work environment; enforces a safe workplace; establishes a culture of teamwork and communication; creates a workplace that promotes the organizational values of workplace diversity, equity and inclusion; and actively promotes an environment respectful of living and working in a multicultural society.

Recommends and assists in the implementation of program goals and objectives; establishes schedules and methods for accomplishing the work activities in the Environmental Health Program.

Evaluates operations, activities, and processes of assigned responsibilities; recommends improvements and modifications; and prepares various reports on operations and activities.

Designs and implements Environmental Health programs and services; conducts program needs assessments; and determines revenue sources.

Serves as a liaison to state and local agencies and other county departments in the coordination of Environmental Health services.

Reviews and manages the revenues and expenditures of the Environmental Health programs.

JOB DESCRIPTION: **ENVIRONMENTAL HEALTH SUPERVISOR**DATE: **3/1/2022**

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Participates in department strategic planning, quality improvement and accreditation efforts, and assists with implementation of local public health modernization plan.

Participates in statewide Conference of Local Environmental Health Supervisors (CLEHS).

Supervises plan specification reviews; approves plans for septic systems, pools, and water systems; and supervises review of restaurant construction plans for compliance with State sanitation requirements.

Prepares accurate program records; prepares inspection and building site reports; drafts letters of warning; issues citations; posts violation notices; and keeps accurate field notes.

Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for requests; and monitors and controls expenditures.

Participates in the selection of staff; coaches employees to correct performance deficiencies; and implements discipline procedures.

Answers questions and provides information to the public; investigates complaints; and recommends corrective action, as necessary, to resolve complaints.

Maintain regular attendance during the assigned work schedule as an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers and others is required.

**SUPERVISORY RESPONSIBILITIES:** Supervise 1-3 employees in the Environmental Health Program and others as assigned. Carry out supervisory responsibilities in accordance with the County's policies, procedures, labor union agreements and applicable laws. Responsibilities include interviewing, recommending on hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Coordinate all personnel functions with the Public Health Director.

**SUPERVISION RECEIVED:** Works under the general direction of the Public Health Director who provides policy and administrative direction and reviews performance.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE:** Master's degree in public or community health with a minimum of two years' experience in an environmental health program that includes advanced responsibilities and/or project supervision and management, of which one year must be in environmental sanitation under the supervision of a registered environmental health specialist or sanitarian. Or a Bachelor's degree with specialization in an environmental science and a minimum of four years' experience in an environmental health program that includes advanced responsibilities and/or project supervision and management and two years which must be in environmental sanitation under the supervision of a registered environmental health specialist or sanitarian. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be acceptable.

JOB DESCRIPTION: **ENVIRONMENTAL HEALTH SUPERVISOR**DATE: **3/1/2022**

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**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess a valid driver's license and be insurable under the County's liability insurance. Possession of, or the ability to possess within thirty days of hire, registration as an Environmental Health Specialist with the State of Oregon.

**KNOWLEDGE, SKILL AND ABILITY:** Thorough knowledge of principles and methods of environmental sanitation, including communicable disease and sanitation investigation, vector control and soil evaluation. Knowledge of state laws and rules governing environmental sanitation, sewage disposal, and public health inspections. Familiarity with methods and equipment used by establishments regulated under an environmental health agency. Knowledge of principles, practices, and procedures of environmental sanitation along with office processes and procedures. Must be familiar with principles of supervision, training and performance evaluations and also the impact of cultural, social and behavioral factors in the delivery of programs and services.

Must have skills to compile data, use software to complete and record environmental health inspections and use logic, data and reasoning when identifying and reviewing problems. Must have the skills to use manual surveying and laboratory equipment that is used in testing water, soil, food and disease samples and specimens. Must provide timely, effective and efficient customer service and take initiative when solving problems.

Ability to supervise and implement a comprehensive environmental health program and assist in budget preparation activities. Participate in development of local environmental health modernization plan; Implement strategies to improve local infrastructure for communicable disease control, emergency preparedness and response, public health communication, and health equity and cultural responsiveness. Supervise, train, and evaluate assigned staff. Maintain accurate and complete program records. Coordinate the personnel activities of an environmental health program. Read and interpret assignments with little direct supervision. Ability to work both independently and as a team member. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical demands while in the office are minimal, involving the movement of files, books, equipment, etc. seldom exceeding 20 pounds. Field activity may require additional physical demands, such as walking, bending, stooping, climbing, etc. and occasionally lifting up to 100 pounds and/or moving equipment which may weigh 50 pounds. Requires digging with hand equipment and retrieving and carrying vegetation and soil samples.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work time is split between a general office environment and field activities. The performance of field work may require walking over various terrains or other hazards, including unimproved areas, and exposure to all weather conditions, including extremes of hot and cold and wet weather.

***To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to***

*perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

*Columbia County has the right to revise this job description at any time.  
This description does not represent in any way a contract of employment.*