

ORANGE COUNTY
MANAGEMENT CLASS SPECIFICATION

TITLE: DIRECTOR OF ENVIRONMENTAL HEALTH SERVICES **GRADE:** 25

TITLE ABBREVIATION: DIR ENV HLTH SER **TITLE NO:** 6043

JURIS.CL: C **SALARY CODE:** 03 **EEO CODE:** OA **FLSA CODE:** AD

DEPARTMENT: HEALTH

NATURE OF THE WORK: The Director of Environmental Health Services has the responsibility for providing direction, control and management to the Division of Environmental Health of the Department of Health. In carrying out the responsibilities, the incumbent must apply professional engineering knowledge, administrative practices and procedures and effective supervisory and management principles in accomplishing the goals and objectives of the Division. The position calls for independent responsible decision-making in planning and implementing programs and ensuring compliance with Public Health Laws, rules and regulations and applicable provisions of the Sanitary Code.

CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS: This is a one-position class in the competitive classified service. The Director is responsible for the day-to-day direction and management of the activities of the Division of Environmental Health. The incumbent functions as an Environmental Health Director as described in Section 11.90 of Part II of the State Sanitary Code and must meet those qualifications for appointment. The position involves the administration and enforcement of applicable state and local laws, rules and regulations related to Environmental Health. Duties are performed under the general supervision of the Commissioner of Health. This position provides supervision over a staff of professional, technical, and clerical support staff. The duties of the position allows for wide leeway in application of professional judgment in accomplishing division goals and objectives and in application of mandated laws, rules, legislation and procedures.

TYPICAL DUTIES AND TASKS:

Develops, organizes and administers plans and policies for a program of sanitary engineering and environmental health in Orange County:

- manages programs related to the safe use and management of public and private water supply, refuse and wastewater; resort, camp, school and institution bathing beach and swimming pool and food sanitation;
- recommends changes in formulation of local environmental health laws, rules and regulations;
- represents county and/or Department of Health on various committees;
- advises and consults with organizations, municipal officials, and individuals on environmental health conditions and problems;

- conducts hearings dealing with violations of the Public Health Law and the Sanitary Code;
- maintains relationships and interacts with local, state and federal agencies whose activities and/or policies impact upon environmental health;
- engages in educational and public relations activities.

Performs professional Public Health Engineering duties as required:

- participates in planning major projects with environmental implications;
- reviews plans of complex sanitary engineering projects;
- approves and signs plans for water supply and treatment, wastewater treatment, swimming pools, and realty developments;
- consults with municipal and consultant engineers.

Performs administrative duties required for the division:

- recruits, hires, supervises and trains division personnel;
- prepares annual budget for division;
- develops and maintains recording and reporting systems;
- prepares monthly, quarterly and annual statistical and narrative reports for state and local agencies as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of principles, practices and techniques of public health engineering; thorough knowledge of required environmental health programs; thorough knowledge of Public Health Laws and Sanitary Code provisions applicable to environmental health programs; thorough knowledge of the public health administration as applied to environmental health programs; good knowledge of principles and practices of personnel administration and supervision; good knowledge of the functions of county governmental agencies; good knowledge of effective management practices, procedures and techniques; ability to read and interpret complex engineering reports and plans; ability to apply good engineering principles in the resolution of problems; ability to analyze complex data and prepare statistical and narrative reports and records; ability to use fair and equitable judgment in conduct of hearings; ability to plan and supervise the work of professional and technical staff; ability to present ideas clearly and effectively both orally and in writing; ability to establish and maintain effective working relationships with others; thoroughness; resourcefulness; sound judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in sanitary, environmental, chemical, civil or public health engineering or a related engineering field; OR a Bachelor's Degree with thirty (30) credit hours in the natural sciences, of which not more than twelve (12) credit hours may be in the applied sciences; and either:

- two (2) years of administrative and supervisory experience as a supervising engineer or supervising sanitarian; OR
- five (5) years of environmental health experience which includes two years of supervisory responsibility demonstrating technical and administrative skills necessary to manage programs that can anticipate, recognize and respond to environmental health challenges. A Master's degree in public or environmental health or a related field that demonstrates the five core competencies of a public health education (Biostatistics, Environmental Health Services, Epidemiology, Health Policy and Management and Social and Behavior Sciences) may be substituted for up to two (2) years of the required environmental health experience.

NOTE: The term natural science shall mean a science such as biology, chemistry or physics that deals with the objects, phenomena, or laws of nature and the physical world. It shall include all physical and biological sciences.

The term applied science shall mean science based courses in environmental technology, sanitation technology, medical technology, public health, infection control or food science.

05/08/09 ag