

CLASS SPECIFICATION



CLASS: Environmental Health Supervisor
ALLOCATION: Community Development Services Agency
FLSA STATUS: Non-Exempt
UNION AFFILIATION: YCEA

ESTABLISHED: April 2006
REVISED: July 2017

JOB SUMMARY:

Under general supervision, supervises regulatory activities for a variety of environmental health programs; coordinates Environmental Health functions and inspections; monitor operations and environmental health activities to ensure program objectives are administered efficiently and effectively; and performs related work as assigned.

This is the full supervisory level in the professional/registered Environmental Health Specialist series.

CLASS CHARACTERISTICS:

This position reports directly to the Director of Environmental Health. This class is distinguished from Direction of Environmental Health in that the latter has overall management responsibility for all departmental activities and functions and establishes department vision, goals, policies, practices and procedures and serves in the statutory capacity in accordance with the California Code of Regulations, Title 17, Section 1308.

EXAMPLES OF DUTIES:

Essential:

- Supervise and evaluate the work of environmental health professional and technical staff; organize and assign work, set priorities and follow up to ensure timely completion; evaluate staff's job performance, provide direction and coaching, through regular feedback sessions; create individual development plans with employees, discuss job performance problems to identify causes and issues, and work on resolving problems; recommend discipline and implement discipline procedures as needed/directed; provide or coordinate staff training.
- Recommend and assist in the implementation of goals, objectives, procedures and work standards for Environmental Health; implement policies and procedures; train staff as required.
- Monitor and evaluate environmental health operations; analyze internal processes and recommend, develop and implement procedural or policy changes to improve services, functions and activities of the work group.
- Advise staff in the interpretation and application of environmental health and safety standards as established by federal, state and local laws, regulations and ordinances; monitor changes in legislation that may affect environmental health and CUPA program operations; evaluate their effect upon program activities and recommend appropriate policy and procedure modifications; disseminate information and provide technical assistance on program and services.
- Represent the Department and County at meetings; confer with and provide information to land and business owners, developers, residents, contractors, employees and the general public; make presentations to groups; coordinate public meetings.
- Manage complex and sensitive investigations; address concerns of citizens; provide consultation on environmental health issues to prevent or eliminate environmental health hazards.
- Perform the full range of Environmental Health Specialist work on a relief or day-to-day basis, such as: inspecting food establishments, detention facilities, public recreation facilities, water, wastewater and septic systems, solid waste sites, wells and similar locations; reviewing plans and designs for wells, water, wastewater, septic and related systems and facilities, including all CUPA programs, as indicated above; initiating mitigation, notification and enforcement activities, as required and issuing permits as required.
- Work with legal staff regarding enforcement proceedings, prepare legal actions and testify in court as required.
- Prepare a variety of written materials, including records of inspections, notices and citations, correspondence, reports and educational materials; prepare periodic and special reports related to assigned program area(s); prepare ordinances for assigned program areas.
- Maintain or direct the maintenance of accurate records and files; ensure the security of confidential records.

Important:

- Use sampling and testing equipment of the profession.
- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use standard office equipment, including a computer, in the course of the work; use sampling and testing equipment of the profession.
- Drive a motor vehicle to attend various meetings or visit various work sites.

EMPLOYMENT STANDARDS:**Knowledge of:**

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation and employee training and discipline.
- Principles and practices of program development, implementation and review.
- Principles and practices of environmental sanitation, including water supply protection, sewage and refuse disposal, and recreational, commercial, industrial and residential sanitation.
- Principles and practices of safe food production, handling, processing storage.
- Applicable federal, state and local laws, codes, regulations and ordinances.
- Enforcement and educational techniques related to the work.
- Plan review and system design in areas of assignment.
- Principles and practices of sampling and testing various water, wastewater, soils and other samples.
- Computer applications related to the work.
- Record keeping and report preparation practices and techniques.
- Techniques for dealing with individuals, often in situations which may be difficult or confrontational.

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of staff.
- Training staff in work procedures.
- Planning, developing and implementing various environmental health programs.
- Handling technical, complex and sensitive environmental health inspection and enforcement issues.
- Project management.
- Interpreting, explaining and applying complex requirements, rules and regulations.
- Reviewing plans and design specifications for compliance with environmental standards.
- Investigating, researching, collecting and compiling data.
- Using initiative and independent judgment within established procedural guidelines.
- Representing the County and presenting information to groups and individuals.

Ability to:

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Organize work, schedule and coordinate assignments, maintain accurate files, set priorities, meet critical deadlines and maintain composure when working under pressure.
- Communicate information and ideas in a manner others will understand.
- Make rational judgments and decisions in a timely manner particularly in situations involving potential risks.
- Work within a team framework, both as a leader and a member.
- Prepare clear, concise and organized written reports, correspondence and other materials by compiling various sources of information into a professional document.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read fine print and view a computer screen for prolonged periods of time; speak and hear well enough to understand, respond, and communicate clearly in person and on

the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

- Drive a motor vehicle in order to reach inspection sites and attend meetings.
- Strength, mobility and stamina to inspect various residential, commercial or industrial properties or other facilities where ground may be uneven or unpaved.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Work is performed both in office and in the field at various work sites.
- Residential, commercial, or industrial properties or other facilities under inspection and potentially under construction.
- Work with exposure to potentially hazardous chemicals, uneven footing, inclement weather, temperature extremes, or other potentially dangerous conditions.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.
- Possess California Registration as an Environmental Health Specialist and maintain throughout employment.
- Maintain professional development and continuing education activities as required to maintain valid certifications required for this position.

Special Requirements:

- May be required to work extended hours or be called-back in emergency situations.
- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Equivalent to graduation from an accredited college or university with major course work in environmental health, sanitation, biological science or a related field and four years of professional level environmental health experience with at least two years of experience equivalent to an Environmental Health Specialist level III in Yuba County.

PREFERRED: In addition to the minimum requirements, a Master's level degree as previously defined and additional III-level Environmental Health Specialist experience with public agency in California.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Dept Approval:
Date:

EEOC: B
WC: 9410

Human Resources Approval: Analyst
Date:

Signature: _____

Signature: _____