

Director Of Environmental Health

GENERAL STATEMENT OF DUTIES: Performs professional and complex administrative duties which include responsibilities for planning, development, implementation, and evaluation of Environmental Health; works under the general supervision of the Director of the Health Department; performs related work as required.

STATEMENT OF TASKS

Supervises subordinate employees;
Provides technical assistance to the Health Officer and Board of Health related to environmental health concerns;
Prepares legislation in the area of environmental health for local adoption and enforcement;
Keeps abreast of State laws, local ordinances, County rules and regulations concerning environmental health and related area;
Responsible for providing technical assistance and working in conjunction with the Drain Commission, the State Department of Public Health and other agencies involved in environmental health concerns;
Responsible for conducting research such as epidemiological investigations, surveys of water supplies, streams and lakes, waste disposal, etc.
Responsible for reviewing all local project proposals in the area of environmental health involving water or sewage disposal systems;
Responsible for monitoring and evaluation of all local environmental health programs; compiles statistics reflecting program status;
Responsible for staff development and training;
Prepares budgets for projected manpower and equipment needs for the Environmental Health Division;
Attends professional meetings within and outside the County.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles and practices of planning, development, implementation and evaluation of environmental health programs;
Comprehensive knowledge of the State and local laws, rules and regulations relating to water supply and the disposal of waste and sewage;
Knowledge of budgetary and financial techniques and procedures;
Ability to plan, implement and evaluate environmental health programs;
Ability to direct and coordinate the activities of others;
Ability to establish working relationships and work effectively with local and county officials, officials from other agencies, staff and the general public.

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MINIMUM QUALIFICATIONS: Bachelor's Degree in Environmental Health Engineering, Biological Sciences or Sanitary Sciences and Master's Sanitary Sciences or Urban Planning and five (5) years of progressively responsible experience in the field of Environmental Health, including one (1) year of administrative experience in a supervisory capacity.

SPECIAL REQUIREMENTS:

Current registration in Michigan as a Professional Sanitarian (R.S.) or Engineer (P.E.) and valid Michigan Driver's License.



Human Resources Director

Established: December 12, 1977
Revised: March 8, 2016