

ENVIRONMENTAL HEALTH SUPERVISOR I

This is supervisory work over the environmental health department in a small, usually rural, county or district or over a small, generalized or specialized environmental health section of a larger health department. Employees at this level spend a majority of their time in supervisory and administrative duties, and may have additional responsibility for programs such as a health department operated landfill, an animal control program which includes an animal shelter, or a drainage and clearing operation (mosquito control).

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Operating within established State and local guidelines, employees have strong input into long-range planning for the environmental health program. Within established program goals, employees adjust workload priorities on a daily or weekly basis to ensure goals are met. Employees make proposals for program and staff changes to a higher authority.

Organizing and Directing - Employees develop and adjust individual work assignments and schedules to ensure established goals are met or to meet immediate program needs.

Budgeting - Employees are responsible for proposing supply, equipment, and personnel needs to a higher level authority for final determination as to budget requirements. Employees are responsible for operating within the established budget.

Training - Employees provide on-the-job training and orientation for newly employed or assigned staff and assess staff training needs and make proposals as to training requirements to a higher level authority. Employees select staff to attend standardized training sessions.

Setting, Work Standards - Employees ensure that staff know and follow established State and local standards and requirements, set work quality and quantity standards for the environmental health program or section, and may have input into the development of local ordinances.

Reviewing Work - Employees review work of staff on a daily, weekly, and monthly basis through review of records, reports, and informal discussions and provide on-site reviews on a periodic basis. Review is primarily to ensure that established standards are being met and is usually after the work has been completed.

Counseling and Disciplining - Employees informally discuss disciplinary and grievance concerns with staff and may provide first oral warning. Other problems are referred to a higher level authority in accordance with local disciplinary and grievance policy procedures.

Performing Other Personnel Functions - Employees evaluate staff annually, make recommendations for salary adjustments and promotion, interview applicants jointly with higher level supervisor, and have strong input on final decision. Employees make recommendations concerning suspension and dismissal actions.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Changes in the environmental health program are usually in procedures or methodology with firm guidelines provided by higher authority. Changes are usually predictable with ample time provided to prepare for implementation. Employees may be required to make some adjustments to meet immediate needs.

Variety of Work Supervised - Employees supervise work in a single program area or in a variety of environmental health programs.

Number of Employees Responsible For - Employees will normally supervise three to six employees at the professional and paraprofessional level. Additional employees may be supervised where additional programs such as a landfill, animal shelter, or mosquito drainage are included in the health department.

III. EXTENT OF SUPERVISION RECEIVED: Employees are provided broad program objectives and general guidance. Completed work is reviewed periodically, after completion, by a higher level authority. Employees may receive closer supervision and consultation in areas of major community concern or during the implementation stage of new programs, methods, or procedures. All major changes are discussed with the higher level supervisor.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Employees may have staff at several locations and may be required to deal with several local governing boards.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of environmental health laws, rules, and procedures. General knowledge of office administration and management to include personnel policies and procedures and the budget process. Comprehensive knowledge of the duties and responsibilities of a sanitarian. Ability to function as a sanitarian. Ability to plan for and supervise the work of a small environmental health staff. Ability to motivate and educate business and property owners and the consuming public in matters related to protecting and promoting public health. Ability to present formal environmental health training programs. Ability to develop and express ideas and opinions concisely, comprehensively, and clearly in oral and written form. Ability to work with others in solving complex environmental problems.

Minimum Education and Experience - Two years of experience at the Sanitarian level in a health department.

Necessary Special Qualifications - Registered as a Sanitarian by the N. C. State Board of Sanitarian Examiners.