

ENVIRONMENTAL HEALTH PROGRAMS COORDINATOR

This is advanced professional environmental health work in coordinating a county or district environmental health program, and in promoting public health through developing and implementing programs of education, surveillance, consultation, inspection, and enforcement of State, local, and Federal environmental health laws and regulations. Work at this level is characterized by a combination of direct service in basic environmental health programs with the additional responsibility of planning for an overall environmental health program. Employees may provide limited supervision to a small group of environmental health specialists and/or technicians in a relatively small, largely rural county(s). Typically, employees spend the majority of their time in the provision of direct services, with a significant portion of time spent in the planning and coordination of the environmental health program. Employees may have some additional responsibilities in landfill, animal control, and/or other programs.

I. DIFFICULTY OF WORK:

Variety and Scope - In addition to performing the duties of an environmental health specialist, employees are directly responsible for all the basic environmental health programs in a county(s). Work assignments vary and include scheduling and conducting inspections of food and lodging establishments, on-site lot evaluations, and assessing and planning for community needs. Work may include coordinating training and work assignments of other environmental health specialists and/or technicians.

Intricacy - In addition to performing the same tasks as an environmental health specialist, employees in this class must analyze community needs and problems in planning an effective environmental health program.

Subject Matter Complexity - In addition to requiring the same knowledges as an environmental health specialist, employees in this class must have an understanding of local administrative policies, procedures, and planning guidelines.

Guidelines - In performing direct service activities, the same guidelines are available as for the environmental health specialist class. In planning work operations, employees must work within budgetary constraints and local administrative policies, procedures, and planning guidelines.

II. RESPONSIBILITY:

Nature of Instructions - Employees function with considerable independence. Instructions are typically general in nature and are related to progress of the total environmental health program or to unusual problem situations that arise. Employees independently plan their own schedules and may plan other staff activities on a daily and weekly basis.

Nature of Review - Review of the technical aspects of environmental health work is limited to periodic consultation with State environmental health regional specialists. Most review takes place after the work has been completed. The more controversial situations are discussed with the agency director.

Scope of Decisions - Decisions have a direct effect on the success of the environmental health program in the county, the health and well-being of the population served, and on the finances of business and property owners, individually and/or collectively, contractors, and developers.

Consequence of Decisions - Technical errors, errors in judgement, improper actions, and failure to take action all could have a major effect on the health and well-being of individual community members and groups within the community. Considerable financial loss and/or court actions may result from errors in decision making.

III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Employees have frequent contact with local and State officials, governing boards, contractors, the general public, property owners, attorneys, owners and managers of a variety of businesses, institutions, and local interest groups.

Nature and Purpose - Employees explain, interpret, justify, and obtain compliance with various laws, regulations, and standards. Education, persuasion, justification, and defense of controversial and/or unpopular decisions are typical activities.

IV. OTHER WORK DEMANDS:

Work Conditions - Working conditions are typical of those encountered in most indoor/outdoor activities with the additional considerations of exposure to inclement weather, difficult terrain, or filth. Employees may have contact with antagonistic and/or uncooperative members of the general public, and decisions rendered in some cases result in considerable emotional stress.

Hazards - Employees may be exposed to moving machinery, hot grease, or communicable diseases which may result in some lost time.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of environmental health laws, rules, and procedures, as well as a complete understanding of the concepts of public health law. Considerable knowledge of microbiology, biology, chemistry, food science, epidemiology, soil science, entomology, and basic engineering technology as applied to environmental health practices. General knowledge of community resources. General knowledge of the responsibilities of other agencies relating to environmental health. General knowledge of the interrelationship between socio-economic factors and environmental health concerns. Considerable knowledge of the design of on-site waste water treatment systems, protection of water supplies, food sanitation, food borne diseases, communicable diseases, vector control, solid waste management, and institutional sanitation. Considerable knowledge of inspection methods and investigation techniques as applied in environmental health. Basic knowledge of office administrative management practices, including personnel policies and procedures. Basic knowledge of department budgetary processes. Ability to analyze and comprehend a wide variety of technical and administrative regulations, records, and reports. Ability to exercise sound judgment and deal tactfully with a wide range of public contacts while enforcing public health laws and regulations. Ability to motivate and educate business and property owners and the consuming public in matters relating 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 independently plan and schedule work activities. Ability to apply environmental health knowledge and techniques in the investigation of environmental health problems. Ability to independently plan, develop, and implement a basic environmental health program. Ability to establish and maintain working relationships with public and private groups. Ability to assess the need for and promote programs to meet community environmental health needs.

Minimum Training and Experience Requirements - Two years of experience at the Environmental Health Specialist level in a health department.

Necessary Special Qualification - Registered as a Sanitarian by the North Carolina State Board of Sanitarian Examiners.