

## ENVIRONMENTAL HEALTH SUPERVISOR III

This is supervisory and managerial work in planning for, directing, and supervising an environmental health program in a large dynamic county or district health department, or an environmental health program in a medium-sized county or district including, in addition to basic environmental health programs, direct managerial responsibility for a health department operated landfill or an animal control program which includes an animal shelter, a drainage and clearing operation (mosquito control), or other programs which represent a significant portion of the environmental health budget in an agency.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees evaluate environmental health needs for the county or district for periods of one or more years and develop plans for program additions, deletions, or changes to meet these needs. Employees set priorities and deadlines and plan work assignments and re-assignments for staff members to accomplish goals and objectives. Within districts, separate program planning may be required for each county served for individual program areas.

Organizing and Directing - Employees adjust work assignments and work schedules and re-assign staff as necessary to meet changing needs and shifting program emphasis. Employees make changes in methods and procedures; however, major program changes are reviewed by a higher level authority.

Budgeting - Employees assess equipment, personnel, and supply needs of the environmental health section for both on-going and proposed programs, and provide a higher level authority with a proposed budget. Employees work closely with the agency director in finalizing and justifying the environmental health budget to local governing boards.

Training - Employees provide or ensure that on-the-job training is provided to newly employed staff, determine section and individual training needs, and schedule training as appropriate. Employees may have some involvement in the development of specialized training programs.

Setting Work Standards - Employees ensure that staff know and follow established State and local standards and requirements, set quality and quantity standards for the section, and evaluate community needs and have strong input in the development, passage, and implementation of a variety of local ordinances. Employees may have input into the development of statewide standards.

Reviewing Work - Employees review the work of staff through review of records and reports, through formal and informal discussions as necessary, and through the review of work on-site on a planned periodic basis.

Counseling and Disciplining - Employees counsel staff as to work and personnel concerns, issue oral warnings as appropriate, and handle grievances at the first level in accordance with local policy. More serious problems are referred to a higher level authority with appropriate recommendations. Employees have strong input into the final decision.

Performing Other Personnel Functions - Employees make recommendations to the agency director regarding promotions, transfers, and salary adjustments with a strong influence on the final decision, and evaluate staff on an annual basis. Employees interview applicants and select new employees subject to the concurrence of the agency director.

## II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Employees periodically respond to fairly predictable changes in programs or in methods and procedures, and must be able to rapidly adjust to shifting environmental health needs within the community (s). Where changes are mandated at the State or federal level, guidelines are normally provided.

Variety of Work Supervised - Employees supervise work in a variety of environmental health programs. Employees may also supervise additional program such as a health department operated landfill or animal control program.

Number of Employees Responsible For - Employees will normally supervise 8 to 12 employees at the professional and paraprofessional levels. 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: Limited supervision is provided by a higher level supervisor with completed work reviewed periodically. Employees independently manage and administer programs based on broad goals and objectives. Work is reviewed for program effectiveness and results through reports and conferences, usually after completion.

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. A thorough knowledge of office administration and management to include personnel policies and procedures and the budget process. Ability to plan for a large environmental health program or specialized section of a program. Ability to establish and maintain working relationships with a wide range of public, private, and community groups and individuals. Ability to work with others in solving the more complex environmental health and/or administrative management problems. Ability to function as a sanitarian.

Minimum Education and Experience - Four years of experience in professional environmental health work at the Sanitarian level or above in a health department, with two years of administrative management or supervisory experience.

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