

LINN COUNTY CLASSIFICATION

TITLE: ENVIRONMENTAL HEALTH SUPERVISOR

NUMBER: 704

APPROVAL ORDER NUMBER: 2024-155

PAY RANGE: 20

DATE: MAY 7, 2024

CATEGORY: MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Assists in the administration of statutory rules and ordinances relating to public health, safety and environmental quality. Perform professional level Environmental Health Specialist field work and supervise assigned Environmental Health staff.

SUPERVISION RECEIVED: Works under the direction of the Public Health Program Manager who assigns and reviews work for effectiveness and for adherence to laws and departmental procedures and policies.

SUPERVISION EXERCISED: Exercise supervision over assigned Environmental Health staff; gives input as a part of the management team regarding total personnel policies; participates in the selection of new personnel, provides for training, evaluates performance, responds to grievances and recommends personnel actions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties, relative to their area(s) of specialization, to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable

1. License and inspect restaurants, commissaries, vending machines, mobile food units, temporary restaurants, hotels, motels, recreational parks, organizational camps, public pools and spas to assure compliance with laws and rules and prepares necessary reports.
2. Inspects hospitals, nursing homes, group care homes, homes for the aged, day-care centers and schools, upon request, to evaluate food service, water supplies, sewage disposals, solid waste practices, vector control and general sanitation and safety.
3. Investigate disease outbreaks related to food, water, sewage and other environmental sources; take corrective/preventative action and prepare reports. Direct program's investigation and follow-up of rabies quarantine. Assist with coordination of communicable disease investigations.
4. Evaluate soils to determine suitability for standard or alternative onsite wastewater treatment and disposal systems; design systems; issue construction permits, evaluate operation of systems; assure compliance with public health and environmental quality statutes and rules through personal contact with clients, follow-up, documentation and enforcement as necessary. Create records of actions taken, systems installed, etc. for files and update existing files as required.

5. Evaluate operation and maintenance of public water systems. Assure compliance with Safe Drinking Water Act. Provide technical assistance to operators of public water systems.
6. Supervise and direct environmental health personnel and program activities; assist in the administration of state laws, regulations, statutes and rules that apply to environmental health programs and review and recommend statute, rule and code changes. Assume responsibility for program operations in the absence of Program Manager.
7. Direct workflow between different program areas, for example, safe drinking water and on-site wastewater treatment and disposal to ensure a coordinated approach to problem solving.
8. Provide status reports of water supply and sewage disposal systems to financial lending institutions or the public upon request.
9. Conduct community health hazard surveys. Investigate and resolve citizen complaints regarding hazardous environmental conditions.
10. Consult with individuals, businesses, public and private organizations regarding public health laws and resolution of community health problems. Represent the department before community groups and allied agencies.
11. Coordinate program activities with allied agencies and offices, e.g., Planning and Building Department, Department of Environmental Quality and Department of Human Services.
12. Conduct performance evaluations on employees assigned and/or directly supervised.
13. Develop and maintain effective, harmonious and reasonable work relationships with others.
14. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of the principles and practices of environmental health; considerable knowledge of the laws and administrative rules governing the environmental health programs of the State; considerable knowledge

of the methods and equipment used by industries and any other phase of the social structure in which the program is concerned; ability to make thorough investigations, compile data and present a clear concise report; ability to promote awareness of and participation toward the correction of public health problems among the general public; ability to plan and organize work effectively; ability to provide direct supervision of subordinate personnel. Ability to provide general supervision to professional and paraprofessional staff. Ability to objectively evaluate staff performance, perform Merit System Evaluations and clarify work-related expectations for staff being supervised. Ability to write program proposals and provide strong program leadership.

EXPERIENCE, EDUCATION AND TRAINING: A Bachelor's Degree in public health or related field is required. Five years' of progressively responsible environmental health experience or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Three years' post-registration as an Environmental Health Specialist or a Waste Water Specialist by the State of Oregon is required. Possession of a valid motor vehicle operator's license and an acceptable driving record.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to remain in a stationary position 60 percent of the time and occasionally move about the office to access and use office machinery and engage with County employees and members of the public. Continually operate office computers and other office machinery such as phones and printers and frequently communicate with County employees and members of the public to exchange information. Must be able to frequently work out of the office in the field requiring ability to traverse properties in various states of repair and having uneven and slippery terrain, including but not limited to, residential, unimproved, industrial and commercial properties. Field work will occasionally require exposure to inclement weather conditions outdoors and to noise. Must be able to occasionally move office equipment and other materials weighing up to thirty (30) pounds.