

**ROWAN COUNTY  
HUMAN RESOURCES**

**JOB DESCRIPTION**

**Job Title:** Environmental Health Manager  
**Department:** Health  
**Revised:** September 2020

**Class:** Professional  
**FLSA:** Exempt

*This job description supersedes any prior description for the Environmental Health Manager classification.*

**GENERAL DESCRIPTION**

Responsible work managing the Environmental Health Division of the County Health Department. Work at this level is characterized by program complexity. Examples of program complexity include the administration of environmental protective services in food establishments, nursing and rest homes, schools, child daycares, lodging, swimming pools, sub-surface sewage disposal systems, individual water supplies, complaint investigations, food-borne outbreak investigations, and insect and rodent control.

Supervision is received from the Public Health Director and work is reviewed "after the fact" through conferences and written reports. Employee receives general guidance in the form of broad operating policies and procedures.

**ESSENTIAL JOB FUNCTIONS** (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Makes recommendations for hire, fire, promotion, and other status changes for staff supervised that is given particular weight by the Public Health Director.

Develops short and long-term objectives for each environmental service.

Reviews local health ordinances and Board of Health regulations and recommends revisions, new ordinances and regulations.

Implements changes in environmental policies.

Supervises staff to ensure that they understand and consistently apply state, local, and federal environmental health laws and regulations; evaluates performance of staff supervised and completes performance appraisals; counsels staff regarding performance deficiencies; reviews grievances and recommends disciplinary action to Public Health Director.

Ensures the Environmental Health Specialists receive the mandated training required to maintain their certification.

Assists the Public Health Director in the development of the budget; monitors expenditures and revenues to ensure compliance with approved budget.

Makes formal presentations concerning environmental health issues to various civic groups and organizations.

**OTHER JOB FUNCTIONS**

Performs the field duties of the Environmental Health Program Specialists and Environmental Health Specialists as necessary.

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Performs related duties as required.

*Management reserves the right to add or amend duties at any time.*

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of environmental health laws, rules, and procedures.

Thorough knowledge of environmental health methods and technology in existing and emerging professional fields of work.

Thorough knowledge of the duties and responsibilities of Environmental Health Specialists and Sanitarians.

Ability to establish and maintain effective working relationships with the public, various County and State agencies, and departmental staff.

Ability to function as an Environmental Health Specialist/Sanitarian.

Ability to instruct, organize, direct, and supervise subordinate staff.

Ability to plan, organize, direct, and administer a diverse environmental health program.

Ability to effectively communicate both orally and in writing.

Ability to assess current and anticipated community and program needs and to develop and implement programs to meet these needs.

Ability to rationalize and make decisive decisions in dealing with administrative and environmental health problems.

### **PHYSICAL REQUIREMENTS**

Work in this class may include sitting, walking, bending, stooping, and lifting weights of approximately 65 lbs or less unassisted and weights over 65 lbs with assistance. Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

### **EXPOSURE CONTROL**

Work activity is normally performed without blood or body fluid exposure but exposure may occur in an emergency. Personal protective equipment should be available and used if an emergency arises.

### **MINIMUM EXPERIENCE AND TRAINING**

Bachelor's Degree, with a preference given to a Master's Degree, from an accredited college or university in Public Health Administration, Environmental Health, or related field, three years of environmental health experience, and a valid driver's license; previous supervisory experience is preferred. Must be registered as a Sanitarian/Environmental Health Specialist by the N.C. State Board of Environmental Health Specialist Examiners.

**This job description does not create an employment contract, implied or otherwise.**