

## **DIRECTOR OF ENVIRONMENTAL HEALTH**

**Location:** Tioga County Public Health Department  
**Classification:** Competitive  
**Salary:** Non-Union  
**Adopted:** 5/93; Revised 9/98, Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** This is work of a professional public health nature involving responsibility for planning, directing, supervising and executing the environmental health programs of the County Department of Health. An employee in this class is responsible for furnishing advice and guidance to local officials and the general public regarding public health and environmental health problems and measures necessary for improvement and compliance with legal requirements. The incumbent will provide leadership, in the promotion of public health through the application of public health theory and environmental health practices. The Director will enforce the provisions of the Public Health Law and State Sanitary Code in relation to environmental health matters. General direction is received from the Public Health Director, who reviews the work for accomplishment and adherence to policy, the Board of Health, and the State Health Department. Wide leeway is allowed for the exercise of independent professional judgment in the completion of work details. Supervision and direction is exercised over environmental health staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Plans, develops, directs and administers all environmental health programs and supervises the work of the section or department staff;
- Guides and directs educational and regulatory activities pertaining to the program;
- Supervises enforcement of provisions of Public Health Law and State Sanitary Code and local laws relating to various environmental and public health issues;
- Organizes and assures technical training for Environmental Health employees;
- Reports activities and departmental progress to the Director of Public Health, the Health and Human Services Committee and the Board of Health, as required;
- Recommends appointment and supervises and evaluates environmental health staff;
- Consults and advises with staff regarding activities relating to environmental health programs;
- Formulates and supervises new programs as needed;
- Advises public officials on problems related to various programs, including sanitary landfills, public water supplies, wastewater disposal, air pollution and hazardous waste disposal;
- Conducts public health investigations of outbreaks of disease;
- Performs field investigations and or inspections of incidents or facilities that require a high degree of technical expertise and independent judgment;
- Provides oversight of County rabies program and interacts with local hospitals, physician, veterinarians and state and local public health agencies regarding rabies administration;
- Speaks before civic groups, schools, etc. and develops press releases for the department;
- Serves as a member on committees and/or organizations established to consider public health issues, such as solid waste or watershed protection;
- Plans and directs programs for training of environmental health personnel, food handlers, camp owners and other classes of operating personnel;
- Represents the Department of Health on matters and problems related to environmental health, as requested by the Director of Public Health;
- Maintains relationships and cooperates with State and Federal agencies whose work or policies affect the public health program;
- Prepares, presents and monitors the Department budget;
- Assess departmental needs for technical equipment needs and purchases;
- Approves payment of bills and vouchers;
- Prepares case history reports and presents cases at administrative hearings;

## 2. Director of Environmental Health

- Prepares policy and/or training programs as needed, for all departments in the county when involving Environmental issues. (ex. Right-to-Know, Smoking regulations, Infectious waste disposal, Environmental audits);
- Prepares and reviews division reports to State agencies and State reports concerning environmental health;
- Formulates environmental health policies with approval from the Director of Public Health;
- Reviews remediation plans for hazardous material sites;
- Provides technical advice and information to county departments concerning environmental issues.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Comprehensive knowledge of the principles, techniques, practices and administration of environmental health programs as related to air pollution, water supplies and purification, sewage disposal, stream pollution, sanitary control of restaurants and public eating place, camps, hotels, rabies, lead, toxins, lodging houses, boarding houses, swimming pools, schools and other places, insect and rodent control, housing, public health nuisances, general sanitation, hazardous and solid wastes; good knowledge of provisions of Public Health Law and State Sanitary Code and local laws related to above subjects; ability to plan, develop, direct and administer environmental health programs and to project and integrate these into department programs; ability to prepare and access technical reports and correspondence; ability to supervise the work of others; ability to effectively communicate both orally and in writing with the public and other officials; ability to develop and maintain good public relations; professional judgment; initiative; resourcefulness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS (Either):**

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelors degree in public health, environmental health or a related field and three years of full-time paid public health administration experience or its part-time equivalent; **OR**
- (b) An appropriate combination of education and experience deemed equivalent by the State Commissioner of Health.