



CLASS SPECIFICATION

Class Title: Environmental Health Bureau Manager

Department: Health

FLSA: Exempt

Class Code: 6602

Grade: 26

Eff. Date: 03/06/2006

Revised: 11/09/2021

GENERAL PURPOSE

Under the general guidance and direction of the Environmental Health Division Director, performs administrative and managerial duties related to environmental health programs in Davis County.

EXAMPLE OF DUTIES

Manages programs by monitoring, investigating, educating, developing plans and policies, enforcing regulations, assuring a competent workforce, and performing evaluations.

Performs grant writing, writes reports, and negotiates contracts to provide funding for specific environmental health programs.

Prepares, monitors and operates within the Division budget.

Provides supervision and direction to Environmental Health staff; coaching, training and on-going support; assigns schedules, assigns and monitors work; conducts performance evaluations in compliance with Davis County policies and procedures; documents performance issues in a timely manner and properly refers employees for disciplinary action when necessary; establishes regular methods of feedback and accountability; promotes professional development and accountability.

Assists staff with the completion of inspections and/or investigations related to commercial facilities, food establishments, onsite wastewater systems, drinking water systems, waste disposal sites, vehicle test and repair stations, schools, swimming pools, residential care centers, temporary mass gatherings, and other programs within the scope of environmental health.

Monitors, samples and evaluates results of laboratory and field tests.

Evaluates and analyzes quantitative and qualitative data; makes recommendations for further research and program implementation.

Participates on Division and Departmental management teams; maintains a high level of knowledge and oversight for all bureau programs and supervised employees.

Directs and approves enforcement actions and official correspondence. Ensures professionalism, accuracy and timeliness in all areas.

Prepares reports and establishes measurable goals and objectives in collaboration with administration and other departmental staff.

Consults with State and local government officials and other community organizations regarding environmental health program rules, regulations, and policies. Acts as a consultant to local government officials, developers, school officials, industry managers and superintendents pertaining to

environmental health programs. Coordinates, develops, implements, and directs training programs for professional staff.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. **Education and Experience:**

Graduation from an accredited college or university with a Bachelor's Degree in environmental health, public health, or a closely related field, plus five (5) years of full-time experience in the environmental health field, OR four (4) years of full-time experience in the environmental health field plus one (1) year of supervisory experience. A Master's Degree from an accredited college or university in a directly related field may be substituted for one (1) year of experience.

2. **Special Qualifications:**

Must possess a current license as an Environmental Health Scientist in Utah.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. **Necessary Knowledge, Skills and Abilities:**

Knowledge of: applicable environmental health codes, laws, regulations, policies and guidelines; role and organization of government; essential public health functions, performance management and quality improvement; county and department policies, procedures, and practices.

Skill in: operating all applicable computer hardware and software programs/applications; operating standard office equipment; using environmental testing and monitoring equipment.

Ability to: conduct field investigations and inspections; prepare accurate and complete reports; exercise sound independent judgment; make decisions and solve problems under pressure; hire, supervise and train employees; communicate effectively (orally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, employees/departments, State and local health departments, other allied agencies, and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.**