



CLASS SPECIFICATIONS

Class Title:	Division Deputy Director, Environmental Health	Class Code:	6603
Department:	Health	Grade:	27
FLSA:	Exempt	Eff. Date:	03/06/06
		Revised:	02/24/22

GENERAL PURPOSE

Under the general guidance and direction of the Environmental Health Director, performs administrative and managerial duties in planning, developing, organizing, and supervising environmental health programs and activities in Davis County.

EXAMPLE OF DUTIES

Acts in the absence of the Environmental Health Services Director.

Assists the Division Director with reviewing and evaluating operations of each bureau in the division; makes recommendations and implements changes as directed; assists with analyzing, coordinating, and evaluating use of resources to deliver health services, education, or policy.

Oversees and monitors State contracts; ensures compliance and contract requirements are met; compiles information and/or data and prepares reports, and ensures reports are submitted in a timely manner; identifies problem areas and consults with the Division Director for solutions.

Assists Bureau Managers, Environmental Health Scientists and other division employees in interpreting rules and regulations.

Plans, manages, supervises, coordinates and evaluates programs within a bureau to promote environmental health, and control disease caused by environmental factors.

Performs grant writing and negotiates contracts to provide funding for specific environmental health program; prepares, presents and administers bureau budget. Conducts continuing and periodic investigations and develops reports and recommendations.

Hires, trains and supervises employees; identifies and addresses employee performance and/or behavior problems in a timely manner; ensures adequate training of staff and provides monthly in-service training; provides technical assistance as necessary; assigns work and schedules, and determines staffing needs; evaluates performance in compliance with all County and Department policies, procedures and practices; assures timely completion of employee performance plans and appraisals; promotes professional development. Develops annual plan.

Trains in and conducts on-site inspections of the following to ensure an adequate level of environmental protection and safety: permitted facilities; eating establishments; commercial facilities; public buildings; sewage disposal sites; drinking water suppliers; solid waste disposal sites; food service operations; dairies; tourist and trailer camps; housing; service stations; vehicle test and repair stations; schools; swimming pools; day care centers; institutions, businesses, and treatment facilities and other buildings or places used for public gatherings.

Conducts and evaluates results of laboratory and field tests of samples to determine bacteria or chemical content of culinary water, swimming pools, other water bodies and sources; soil air, or other medium of potential human contact.

Develops community needs assessments; evaluates and analyzes quantitative and descriptive data; makes recommendations for further research and program implementation. Evaluates pollution control equipment, public facilities, institutions, businesses, and treatment facilities to ensure compliance with County, State and Federal regulations; negotiates compliance schedules and determines compliance status.

Prepares reports and participates in developing short and long range plans; establishes measurable goals and objectives in collaboration with administration and other departmental staff; develops performance plans.

Consults with State and local government officials and other community organizations regarding environmental health program 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, and six (6) years of full-time experience in the environmental health field, OR five (5) 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. An acceptable combination of education and experience may be considered. Preference for supervisory experience.

2. **Special Qualifications:**

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

Must pass a criminal history background investigation.

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: current health codes, laws, regulations and guidelines; environmental health as it pertains to the field of water supply, procedures for monitoring and inspecting water pollution control, refuse and sewage disposal, swimming pool operations, plumbing, food sanitation and other services affecting environmental health; bacteriology, biology, entomology and other sciences related to the field of environmental health and sanitary inspection; epidemiology and communicable disease control as they relate to the field of environmental health and sanitation; the organization, function, relationships and practices of public and private entities having relation to this field of work; biological, physical, and chemical properties of food, soils, public-

use waters, and hazardous/solid wastes; the development, implementation, and evaluation of public relation programs; emergency health procedures; strategic planning principles and financial management; budgeting practices and theory; application of principles and practices of effective management and supervisory theory; group dynamics; quality assurance; County and department policies, procedures, and practices.

Skill in: operating all applicable computer hardware and software programs/applications; operating standard office equipment including a multi-line telephone, multi-function copier, fax machine; using environmental testing equipment.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: conduct field or other special investigations and systematic research including environmental monitoring; prepare accurate and complete statistical and narrative reports; exercise sound independent judgment; maintain confidentiality; make decisions and solve problems under pressure; hire and train employees; supervise, assign, and evaluate the work of others; address employee performance problems in a timely manner; initiate and implement disciplinary action as directed; communicate effectively (verbally and in writing); effectively use applicable computer hardware and software; 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 modifications to reasonably accommodate individuals with disabilities.**