



## JOB DESCRIPTION

### Chief Deputy Director of Health & Environmental Control

Date Prepared: March 2014

Class Code: 2015

**SUMMARY:** Under general supervision, assists the Health Officer/Director of Health & Environmental Control (H&EC) to plan and manage the department functions and staff to protect the health and safety of City residents, businesses, and the general public; assures compliance of program activities with state and federal laws, and City policies.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manages the programs and activities of the H&EC Department, including Certified Unified Program Agency (CUPA) hazardous materials, food safety, stormwater management, solid waste and recycling, water/waste water systems, animal & vector control, and general environmental health.
- Reviews and approves operational reports, and analyzes H&EC Department technical information and trends; develops recommendations and summary reports; manages inter-departmental issues; assures technical reports are in compliance with time requirements and quality standards, and in accordance with state and federal requirements, rules, and regulations.
- Directs H&EC staff; plans, prioritizes, and assigns tasks and projects; monitors work, develops skills, and evaluates performance; meets with team to discuss and resolve workload, quality standards, and technical issues; reviews work, verifies the accuracy of technical records, and assures required deadlines are met.
- Manages work load, and identifies opportunities for improvement.
- Responds to environmental health complaints, coordinates environmental risk assessments, and directs the resolution of environmental health issues.
- Responds to emergency incidents involving hazardous materials and disease vectors; coordinates inter-agency investigations of environmental health hazards and emergencies.
- Performs duties of Senior Environmental Specialist as needed to meet workload demands.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

#### MINIMUM QUALIFICATIONS:

##### Education, Training and Experience Guidelines:

Bachelor's Degree in Public Health, Environmental Health, Biological Science, Chemistry, or related science field; AND five years of experience in California public health/environmental regulatory programs.

##### Knowledge of:

- City policies and procedures.
- Federal and state laws, codes, rules, and regulations related to public/environmental health.
- Techniques and practices for efficient and cost effective management of resources.
- Regional public health protocols, environmental protection issues, and regulatory enforcement standards.
- Techniques of investigating and resolving complex environmental health problems and conditions.

- Physical and biological science standards and guidelines used in environmental quality controls.
- Environmental research and statistical evaluation principles and methods.
- Techniques of investigating, inspecting, and resolving public health issues.
- Customer service and public relations methods and practices.
- Record keeping and file maintenance principles and procedures.

**Skill in:**

- Interpreting and applying state and federal statutes, codes, rules, and regulations.
- Managing staff, delegating tasks and authority, and coaching to improve staff performance
- Working effectively with others to develop solutions for public/environmental health problems.
- Applying environmental health and safety principles and practices in a regulatory environment.
- Inspecting, testing, and analyzing complex multidisciplinary environmental health issues.
- Interpreting technical instructions and analyzing complex variables.
- Following and applying scientific principles and procedures for public/environmental health investigations.
- Collecting and analyzing data, and making appropriate recommendations.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Using initiative and independent judgment within established procedural guidelines.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid California State Driver's License is required. Certificate of registration as an Environmental Health Specialist from the California State Department of Health, and OSHA Hazardous Waste Operations and Emergency Response (HAZWOPER) certification and International Code Council – ICC certification as a California UST Inspector are required; additional specific technical certifications are preferred and may be required.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment, and in internal and external environments throughout the City, with possibility of exposure to hazardous materials.