



JOB DESCRIPTION

Director of Health and Environmental Control

Date Prepared: March 2014

Class Code: 2010

SUMMARY: Under limited supervision, the Director of Health and Environmental Control is responsible for the development, research, administration and execution of a complex and comprehensive public and environmental health program. Program areas include food safety; solid waste management; sustainability program coordination; rodent and vector control; water and sewage surveillance; cross connection control; hazardous materials and underground storage tank monitoring; above ground storage tanks; storm water; CalARP; garment manufacturing; site mitigation; land use; emergency response; housing and institutions; occupational health; industrial hygiene; communicable disease prevention; rabies and animal control in the City of Vernon.

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 Health Department through effective planning and fiscal management; provides leadership, direction and guidance in health and environmental strategies and priorities; evaluates and analyzes issues, and recommends and implements solutions; monitors and assures public and environmental activities and procedures are in compliance with all laws, policies, and regulations.
- Conducts analyses and evaluations of environmental and public health programs in terms of present and future needs of the community.
- Acts as the Health Officer in conformance with State and local laws.
- Manages Health Department staff, prioritizes projects, evaluates performance, and resolves workload and technical issues; assures that appropriate services are provided.
- Provides leadership and direction for all health and environmental control programs and activities.
- Coordinate programs with other City of Vernon departments and with regional, State and Federal agencies.
- 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.
- Monitors changes in proposed legislation and makes recommendations affecting public and environmental health matters.
- Represents the City of Vernon and acts as Commission Director of the Sustainability Development and Energy Efficiency Commission.
- Keeps abreast of current principles and practices of environmental health including regional public health protocols, environmental protection issues, and regulatory enforcement standards.
- 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 at an upper management level involving program planning, training and supervision of field activities in a California public health/environmental regulatory agency.

Master's Degree in Public Health, Public Administration, or a related field is desirable.

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 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.