



CLASS SPECIFICATION

Class Code: 0630
Date Est: 07/1975
Last Rev: 09/2020
Last Title Chg: 02/2017
FLSA: exempt
Probation: 12 months

DIVISION DIRECTOR – ENVIRONMENTAL HEALTH SERVICES

DEFINITION

Under administrative direction of the District Health Officer, organizes, directs, and provides leadership for the Environmental Health Services Division of the District (city-county) including water, liquid waste, solid waste, vector borne diseases, food establishments, and other programs; represents the division on a variety of matters at the state, federal, and county level; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in environmental, natural, behavioral or social sciences, or business administration, public administration, or a closely related field, AND six years of full-time progressively responsible experience in a health department or related field, including two years of supervisory, program, and budget management experience; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

Certification as a Registered Environmental Health Specialist is desirable.

SUPERVISION EXERCISED

This is a management classification for the District (city-county), exercising direct supervision over staff within the Environmental Health Services Division.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Participate in the development and implementation of the District Board of Health Strategic Plan.

Plan, organize, direct, coordinate, and administer the Environmental Health Services Programs of the Health District.

Prepare, present, and implement a division operating plan, including development of program requirements based on statutes and need for the protection of environmental resources in the Health District, monitoring, and reporting program accomplishments; assist with the formulation of policies and programs including technical and research activities, monitoring techniques and program development; prepare environmental standards recommendations for the Washoe County District Board of Health.

Explain division regulations, strategies, environmental health, and related issues to the public and other governmental entities; ensure division services are provided to the public in a professional and respectful manner while assuring the protection of public health.

Coordinate with environmental and public health agencies, and other stakeholders in the development of methods to achieve the goals of the Health District.

Under direction from the District Health Officer and in conjunction with the Administrative Services Division, prepare a proposed annual budget for the Environmental Services Division; monitor and control expenditures during the fiscal year.

Supervise assigned staff, which includes staff selection; assigning, scheduling, and reviewing work; providing training in proper work methods and procedures; providing professional development, coaching, and mentoring; writing performance evaluations; and implementing discipline and conflict resolution procedures when necessary.

Provide direction and guidance for enforcement processes including enforcement techniques, documentation of facts, and evidence collection; issue of notices of violation, stop work orders, operating permit suspensions, and citations.

Consult with the District Attorney's representative concerning enforcement issues.

Provide and conduct hearings before hearing boards and District Board of Health; ensure staff actions and hearings are in compliance with the provisions of the Nevada Revised Statutes, Nevada Administrative Code and District Board of Health Regulations.

Lead the quality improvement efforts of the Division by evaluating operational performance, program growth, and community needs; reviewing work methods and procedures; developing and implementing changes in work processes, work flow, and/or equipment to ensure efficient operations.

Justify and approve expenditures for purchasing and staff travel, including approval of purchase orders and requisitions.

Represent the District during special hearings and court proceedings concerning violations of environmental standards.

At the discretion of the District Health Officer, may act in the capacity of the Division or Department Representative in issues pertaining to Environmental Health or other health related matters as assigned during Nevada State Board of Health meetings and State of Nevada Legislature standing committees.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/division policies and procedures.

Countywide personnel policies such as Affirmative Action, sexual harassment, discrimination, and EEO.

Computer software specific to the department/division.

Ability to:

Supervise personnel in accordance with County personnel rules and regulations.

Plan, coordinate, lead and direct the staff and operations of the Environmental Health Services Division.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

Conduct public hearings.

Interpret federal, state, and local regulations and statutes.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.*)

Knowledge of:

Principles and practices of leadership, management, and supervision.

Principles of budget preparation and fiscal accounting.

State, federal, and local environmental control programs and laws, rules and regulations.

Ability to:

Interpret, understand, and apply technical reports, statutes, rules, and regulations, and interpret chemical and physical test results and data.

Evaluate work priorities, procedures, and processes to improve their effectiveness and efficiency.

Direct investigations and inspections, ensuring the use of proper investigative techniques and processes, and the undertaking of appropriate enforcement actions.

Develop and implement recommendations regarding work procedures and cost-effective services.

Communicate effectively both orally and in writing.

Make sound decisions under pressure and negotiate outcomes that consider individual rights and meet environmental standards.

Maintain cooperative working relationships with Health District staff, public, and representatives of other agencies.

SPECIAL REQUIREMENTS (*Essential duties require the following physical skills and work environment.*)

Ability to work in a standard office environment. Ability to lift and move objects weighing up to 25 lbs. Ability to use environmental testing equipment and office equipment including computers, copiers, telephones, and 2-way radios.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.