

**Walla Walla County
Position Description**

JOB TITLE: Program Manager, Environmental Health

DEPARTMENT: Community Health

REPORTS TO: Community Health Director

PAY GRADE: 7, Full-time (40 hours/week); FLSA Exempt; Benefits Apply

JOB SUMMARY: Position performs supervisory, administrative, and technical environmental public health duties by directing the environmental public health program for Walla Walla County. The Program Manager, Environmental Health is responsible for planning, implementing, coordinating, directing, and evaluating environmental public health programs in accordance with federal, state and county legislative and administrative requirements under the guidance of the Director of Community Health. The employee in this position is expected to function independently in assigned areas of responsibility enforcing the full range of environmental public health programs including but not limited to; food protection, on-site sewage disposal, water supplies, solid waste handling, schools, swimming pools, insect and rodent control, and epidemiology. The Manager is generally available to review preliminary findings and discuss difficult or sensitive problems. Tact and diplomacy are required during extensive public contact to explain legal and administrative requirements in seeking compliance with regulations. Work also requires a considerable amount of contact with other county, city and state offices and the general public to insure uniform enforcement of public health and environmental laws and regulations.

SUPERVISORY RESPONSIBILITIES: Oversees field work and supervises staff occupying the positions of Environmental Public Health Specialist I and II.

ESSENTIAL FUNCTIONS:

- Develops, modifies, and implements environmental public health programs based on federal, state or county requirements.
- Establishes policies and procedures to implement programs.
- Monitors and assists in the development of the environmental public health budget.
- Evaluates the work of subordinates to determine if programs are being properly implemented and administered and initiates corrective action if necessary.
- Represents the department at meetings with other governmental agencies including county, city, state, federal and other local health jurisdictions.
- Carries out specifically assigned programs and their requirements in a full range of environmental public health programs including but not limited to; food protection, on-site sewage disposal, drinking water systems, solid waste, schools, swimming pools, insect and rodent control, vector and animal borne disease control and epidemiology.
- Monitors and maintains environmental public health databases and software for field inspections.
- Participates in planning, training and response in public health emergencies as assigned.
- Participates in quality improvement/assurance activities of the department.

EXAMPLE OF DUTIES:

- Processes permit applications, inspection reports and other paperwork associated with environmental public health programs.
- Consults and educates clients in the office and by telephone regarding all program areas.
- Evaluates programs for compliance with requirements of federal, state, and local regulations and guidelines.
- Supervises daily functions of the environmental public health division.
- Conducts office conferences for non-compliant food service establishment management when required.
- Prepares reports and recommendations for the Public Health Administrator and the Board of Health.
- Monitor revenue and expenditures for the section.
- Makes public presentations to educate officials and the public regarding environmental public health programs.
- Perform field inspections for the various program fields of environmental public health that include but are not limited to; food establishment, on-site sewage, recreational water, solid waste, vector control and processing illegal drug lab properties.
- Conducts sanitary surveys of public water systems and reviews new small public water system plans.
- Conducts epidemiological investigations associated with food-borne illness, water contamination, rabies control and vector-borne outbreaks.

EQUIPMENT TO BE USED: Office automation equipment, automobile, swimming pool test kit, hand level, measuring tape, shovel, thermometer, computers, telephone, cell phone, measuring tapes, measuring wheels.

WORKING ENVIRONMENT/PHYSICAL ABILITIES:

- Working conditions are a mixture of office and fieldwork. Field work may be conducted outdoors, sometimes in inclement weather.
- Ability to drive an automobile and travel as required.
- Ability to lift and carry twenty-five (25) to forty (40) pounds.
- Requires sufficient hearing and speech ability to communicate verbally.
- Requires ability to tolerate environmental conditions such as odors, pets, dead animals, and tobacco smoke.
- Ability to navigate uneven surfaces (i.e. new proposed building sites, steep slopes, soil test holes).
- Requires manual dexterity and visual acuity to operate personal computers, hand levels and lab equipment.

KNOWLEDGE AND ABILITIES:

- Knowledge of the legal and administrative requirements of all environmental public health.
- Knowledge of outbreak investigation and epidemiology in food, water, and vector-borne diseases.
- Knowledge of the principles, techniques, and practical applications of environmental public health.
- Knowledge of management and supervisory principles.
- Ability to effectively evaluate program achievements and to prepare program modifications based on data received.
- Ability to direct the activities of staff in achieving program objectives.
- Ability to perform technical inspections and enforcement activities in all program areas.
- Ability to evaluate and prepare the environmental public health budgets.

- Ability to write clear reports, organize materials and communicate professionally, effectively, and diplomatically with the public and other professionals both orally and in writing.
- Ability to utilize computers with applications in word processing, spreadsheets, databases, and power point presentations.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited four (4) year college or university with a Bachelor of Science Degree (B.S.) involving major study in Environmental Public Health, sanitary science, bacteriology, public health, biology, or other closely related science is required. Must have a minimum of forty-five (45) quarter hours or thirty (30) semester hours of basic or natural sciences.
- Seven (7) years of progressively responsible experience as an Environmental Public Health Specialist or equivalent.
- Must have been a supervisor for five (5) or more years.

LICENSES AND OTHER REQUIREMENTS:

- Must successfully pass a background check and driving record check.
- Valid driver's license.
- Must have access to a vehicle during working hours and proof of liability insurance.
- Provide documentation of immunization status, proof of immunity to vaccine preventable diseases, or sign an exemption and participate in the employee health program.
- Must be a Registered Sanitarian.
- Must have Certificate of Competency as an On-Site Sewage System Inspector.
- Must not use tobacco products or electronic cigarettes.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR
EMPLOYMENT**