

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Environmental Health Administrator</u>
Sch & Grade	<u>PAT-12</u>
Class Code	<u>AC10</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Health</u>

PRIMARY PURPOSE:

To supervise and coordinate various public health programs relating to environmental health issues.

SUPERVISION:

Under general supervision of Assistant Director of Health; supervises staff in assigned programs.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Plans, organizes, coordinates and supervises activities of the food, milk, rabies, vector control and other assigned environmental health programs.
2. Assists the Director and Assistant Director of the Springfield-Greene County Health Department in the daily operations of the Department as required.
3. Evaluates community needs as related to environmental health programs; recommends and implements program activities to meet assessed needs.
4. Leads, supervises and directs the work of program personnel including evaluating performance, recommending and implementing any necessary disciplinary action, and making recommendations for hire.
5. Supervises budgeting and reporting activities for Environmental Health programs.
6. Oversees a data management system for collecting and maintaining assigned health data; assures that compilation of data and prepares reports regarding environmental health issues. Prepares and presents both formal and informal reports.
7. Consults with other departmental supervisors and with other personnel of the City, County, State and federal Government, as well as private agencies on issues regarding environmental health improvement.
8. Participates in policy development regarding environmental health issues including developing goals and objectives and implements new policy.
9. Develops and coordinates public information literature in conjunction with the Public Information Office such as the Project Neighborhood Preservation brochure about environmental health programs.
10. Manages and/or assists in the development and maintenance of Missouri State Health Department contracts or agreements that are received by the Springfield/Greene County Health Department.
11. Serves as a liaison to the general public and outside agencies regarding environmental health issues.
12. Researches and studies current information on environmental health and remains knowledgeable of important issues.
13. Oversees departmental records as required by federal, state and local guidelines.
14. Utilizes necessary computer applications including word processing and database.

IMPORTANT FUNCTIONS:

1. Travels to a variety of field locations to provide assistance to program staff including investigations or inspections as needed.
2. Attends workshops, seminars, conferences, etc., for professional development purposes and to maintain expertise related to the position and level of responsibility.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Principles, standards, techniques, laws, rules, and regulations for environmental health administration; supervisory methods and techniques.

Abilities

Effectively coordinate and supervise programs relating to food, milk, rabies and vector control and other environmental health programs; evaluate community needs as related to environmental health programs; work independently; prepare oral and written reports; exercise discretion and utilize sound, independent judgment regarding matters of significance; make effective recommendations and decisions; utilize computer applications; communicate effectively both verbally and in writing; present an overall professional image; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; perform the essential function of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor's Degree in Environmental Sanitation, Biology, Chemistry, Public Administration, or a related field, plus at least four years of experience in environmental health fields, two of which have been in an administrative capacity. A Master's Degree can be substituted for one year of the required experience. Directly related professional work experience in the field of public health may be substituted for the education requirement on a year-for-year basis.

Physical Requirements

Performs bending, kneeling, squatting, twisting, climbing, reaching, crawling, walking, and standing while providing field support for inspections; may lift, carry, push and pull to maneuver heavy items; must hold and grip objects when providing basic inspection support; color vision required for tracing dye, etc., used in determining flow of liquids under environmental investigation.

Working Environment

Works both indoors and outdoors when performing administrative duties and providing field support; may be subject to extreme cold and heat, temperature swings, constant and extreme noise, dust, pollen, cramped spaces, poor lighting and ventilation, and exposed to fumes, odors, chemical hazards, and toxic waste hazards when providing basic inspection and investigation support.

Licensing/Certification

Sanitation or environmental science certification desired; if operating a vehicle must possess valid Missouri Motor Vehicle Operator's License.

Miscellaneous Requirements

If operating personal vehicle to visit field locations, mileage reimbursement will be provided.

Last Revision:	February 9, 2012	GENERAL ORDINANCE NO. 5795
Comments:	Updated Abilities	Date: 11/24/2008

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.	
Signed: _____	Date: _____