



# Division Director – Environmental Health

## Job Description

Department: Health  
Position: Career Service  
Grade: 731  
Supervisory: Yes  
Reports to: Executive Director – Health

### Summary

Under general guidance and direction of the Executive Director – Health, supervises activities of the Environmental Health Division and implements efficient methods and procedures to meet Environmental Health needs in Utah County. Represents the Utah County Health Department at State and local meetings on environmental health issues.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise all division activities and personnel.
2. Prepare and submit the division's budget; approve and monitor expenditures.
3. Make staffing decisions for assigned personnel including hiring, training, performance evaluation, scheduling of workload, and retention of assigned personnel.
4. Assist Environmental Health Scientists and other division employees in interpreting rules and regulations.
5. Identify and work with appropriate personnel and agencies in Utah County with environmental problems that may threaten public health.
6. Review reports completed by Environmental Health Inspectors, including inspections of food, waste, water, and swimming pools.
7. Review water surveys and respond to complaints.
8. Resolve environmental health enforcement problems.
9. Determine office procedures and assign activities for Environmental Health Scientists.
10. Interpret environmental health regulations.
11. Determine when hearings are required; determine future status of related health permits based on hearing outcomes.
12. Attend state and local meetings on environmental health issues.
13. Act as an expert advisor for environmental health programs.
14. Respond to and investigate complaints, including after hours emergencies.

### For Office Use Only

Job Code: 1052

Job Title: Division Director – Environmental Health

FLSA: Exempt

Effective Date: 8/4/2022

Public Safety: No

Worker's Compensation: County

Background Level: II

Safety Sensitive: No

DOT: No

ML: Division Director

15. Provide environmental health information to businesses, contractors, regulators, government officials, and public.
16. Perform on-site inspections and surveys; discuss non-compliance issues with owners and/or operators.
17. Conduct interviews, evaluations, studies, and research.
18. Evaluate environmental health programs and implement changes as deemed appropriate.
19. Serve as safety officer for the Health Department; perform safety inspections for the department, as needed.
20. Represent the Health Department on committees and boards that develop health codes, rules, laws, and regulations.
21. Respond to public health emergencies as required by the department or division administration.
22. Carry provided pager, cellular phone, or other emergency communication devices during all work hours and at all other times when unavailable by phone.

### **Knowledge, Skills, and Abilities**

- Knowledge of environmental health and current health codes, laws, regulations, and guidelines
- Knowledge of supervisory techniques
- Knowledge of financial techniques to develop and implement a division budget
- Skilled in using computers
- Skilled in negotiation, management, and leadership
- Skilled in preparing detailed, comprehensive reports and hearing findings
- Ability to apply general environmental health knowledge to specific situations
- Ability to read and evaluate the following types of plans: wastewater systems, water systems, food service establishments, pools, schools, and other miscellaneous regulated facilities
- Ability to respond to stressful and confrontational situations while maintaining professional standards
- Ability to supervise a broad range of environmental health work
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- Ability to communicate effectively verbally and in writing

### **Supervisory Responsibility**

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment, but work is periodically performed outdoors and occasionally in hot, cold, or inclement weather. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Work may expose incumbent to conditions such as fumes,

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noxious odors, dusts, mists, gases, and poor ventilation and to contagious or infectious diseases or hazardous chemicals. This job occasionally requires the use of protective devices such as masks, goggles, and gloves. Incumbent may be exposed to equipment, tools, and environmental elements that have the potential to cause bodily injury. Work occasionally exposes the incumbent to high-stress situations including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. The employee is required to work for sustained periods of time maintaining concentration and attention to detail. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee is required to type, file, and lift supplies up to thirty (30) pounds and may be required to lift or otherwise move objects weighing up to fifty (50) pounds. The employee may be required to ascend or descend ladders, ramps, or rough terrain. The employee regularly drives a motor vehicle.

### **Position Type / Expected Hours of Work**

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand, and incumbent may be contacted at any time during emergency situations and during off hours as required by department policy.

### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

### **Required Education and Experience**

1. Master's degree in an environmental health related field, public or business administration, including thirty (30) credit hours in natural sciences.
2. Seven (7) years of work experience as an Environmental Health Scientist.
3. Two (2) years of related work experience in a supervisory or administrative capacity.
4. Equivalent combinations of education and experience may also be considered.

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**Additional Eligibility Qualifications**

1. Applicants must be licensed as an Environmental Health Scientist through the State of Utah and must complete necessary continuing education units (CEUs) to maintain licensure.
2. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.
4. Selected applicants are strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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