



Program Manager – Environmental Health

Job Description

Department: Health
Position: Career Service
Grade: 512
Supervisory: Lead
Reports to: Bureau Director-Environmental Health

Summary

Under general direction of a Bureau Director – Environmental Health, performs work as a licensed Environmental Health Scientist and coordinates operations of assigned programs such as Swimming Pools, Tanning, Body Art, Water Quality, School Inspections, Solid/Hazardous Waste, and Food Service.

Essential Functions

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

1. Serve as an expert resource in assigned program(s); make recommendations for program needs and changes including setting fees for service; recommend policies, procedures, and regulations; prepare statistical information and other reports.
2. Manage daily tasks within assigned program that are fulfilled by the program manager and/or supporting staff.
3. Provide training for consistency in implementing policies, procedures, rules, and regulations.
4. Monitor the work of assigned personnel to ensure program needs are met and to provide input for performance evaluations.
5. Develop geographical areas for inspection assignments; audit inspections and enforcement actions taken for accuracy and to identify training needs.
6. Interact with state, federal, and local agencies; represent the Health Department on various committees and boards and report on committee and board actions to Bureau Director.
7. Provide specialized training on environmental health topics; develop and update courses, presentations, newsletters, pamphlets, and brochures.
8. Inspect food establishments in assigned areas using established protocol; inspect temporary food establishments and temporary mass gatherings as assigned; issue written orders and/or close establishments for non-compliance as needed.
9. Review and approve plans for the construction, remodeling, and remediation of facilities and sites and respond in writing.
10. Under supervision of the Bureau Director, review variance requests and respond in writing.

For Office Use Only

Job Code: 3011

Job Title: Program Manager – Environmental Health

FLSA: Non-Exempt

Effective Date: 2/22/2019

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: Yes

DOT: No

ML: Individual Contributor

11. Recommend when to hold administrative hearings and represent the Health Department at said hearings; serve as an expert witness in legal proceedings.
12. Perform physical inspections of public pools; provide ongoing consultation with owners and operators regarding public pool water chemistry and water quality.
13. Perform onsite evaluations to determine the suitability for onsite wastewater disposal systems; perform soil evaluations to determine United States Department of Agriculture (USDA) soil classifications; review and approve third party designs of onsite wastewater disposal systems.
14. Conduct loan clearance investigations to determine functionality of existing onsite wastewater systems and drinking water quality.
15. Provide consultation on the installation of septic systems and inspect the same for correct installation, proper use of materials, and layout.
16. Perform Underground Storage Tank (UST) inspections including installation, closure, and leak inspections of active and inactive sites.
17. Collect water samples from private wells to determine compliance with drinking water standards.
18. Perform sanitary surveys of public drinking water systems to determine compliance with public drinking water standards; prepare and submit public water system reports and recommends improvements and repairs.
19. Respond to public health emergencies as required by department or division administration; carry provided pager, cellular phone, or other emergency communication devices during all work hours and at all other times when unavailable by phone at home.
20. Act temporarily as the director at the request of the Division Director – Environmental Health and in his/her absence and the absence of the Bureau Directors – Environmental Health, coordinating decisions with Health Department administration.

Knowledge, Skills, and Abilities

- Knowledge of current health codes and other laws, regulations, and guidelines related to environmental health
- Knowledge of design and function of equipment and facilities common to environmental health
- Skilled in reading, writing, and basic math
- Skilled in using computer software programs
- Skilled in preparing accurate and complete reports
- Skilled in written and oral communication
- Ability to develop and maintain cooperative working relationships with those contacted during work activities
- Ability to effectively lead and train others and evaluate performance
- Ability to respond to agitated, angry or otherwise upset individuals in a professional manner
- Ability to make decisions and solve problems under pressure
- Ability to develop and present educational courses

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Supervisory Responsibility

This position has no direct supervisory responsibility but does manage a program and serve as a coach, trainer and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment, but is performed outdoors periodically 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, 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 which 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. May be required to drive Utah County owned vehicles in the course of conducting County business. 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. Specific vision abilities by this job include close vision and 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. The employee may be required to lift or otherwise move objects weighing up to fifty (50) pounds. Works for sustained periods of time maintaining concentration and attention to detail. May be required to ascend or descend ladders, ramps, or rough terrain. The employee frequently drives a motor vehicle.

Position Type/ Expected Hours of Work

Incumbent must work forty (40) hours each week 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.

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.

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Required Education and Experience

- 1. A Bachelor’s degree from an accredited college or university that includes thirty (30) semester hours in the natural sciences or a closely related field.
- 2. Four (4) years of work experience as a licensed Environmental Health Scientist.
- 3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

- 1. Preference may be given to applicants with supervisory or lead experience.
- 2. Multiple certifications in an environmental health field and/or certification applicable to hiring program.

Additional Eligibility Qualifications

- 1. Applicants must be licensed as an Environmental Health Scientist through the State of Utah.
- 2. Applicant must obtain and maintain certifications in an environmental health field and/or certifications applicable to hiring position.
- 3. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
- 4. Selected applicants will be required to submit to a pre-employment drug screen and background check.

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.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

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Department Head _____

HR Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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