



Program Manager – Environmental Health

Job Description

Department: Health
Position: Career Service
Grade: 513
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. Determine appropriate geographical areas for inspection assignments; audit inspections and enforcement actions taken for accuracy and to identify training needs.
5. Interact with state, federal, and local agencies; represent the Health Department on committees and boards; report committee and board actions to Bureau Director.
6. Provide specialized training on environmental health topics; develop and update courses, presentations, newsletters, pamphlets, and brochures.
7. 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.
8. Review and approve plans for the construction, remodeling, and remediation of facilities and sites and respond in writing; review variance requests and respond in writing.
9. Recommend scheduling of administrative hearings; represent the Health Department at said hearings; serve as an expert witness in legal proceedings.

For Office Use Only

Job Code: 3011

Job Title: Program Manager – Environmental Health

FLSA: Non-Exempt

Effective Date: 7/9/2021

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: Yes

DOT: No

ML: Individual Contributor

10. Perform physical inspections of public pools; provide ongoing consultation with owners and operators regarding public pool water chemistry and water quality.
11. Determine suitability of onsite wastewater disposal systems; review and approve third party designs of onsite wastewater disposal systems; perform onsite evaluations, as needed.
12. Determine United States Department of Agriculture (USDA) soil classifications; perform soil evaluations, as needed.
13. Determine functionality of existing onsite wastewater systems and drinking water quality; conduct loan clearance investigations.
14. Consult on the installation of septic systems; inspect for correct installation, proper use of materials, and layout.
15. Perform Underground Storage Tank (UST) inspections including installation, closure, and leak inspections of active and inactive sites.
16. Determine compliance with drinking water standards for private wells; collect water samples as needed.
17. Perform sanitary surveys of public drinking water systems to determine compliance with public drinking water standards; prepare and submit public water system reports; recommend improvements and repairs, as needed.
18. 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.
19. Perform functions of the Division Director – Environmental Health as requested and in his/her absence and in the absence of the Bureau Directors – Environmental Health; coordinate 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
- Ability to communicate effectively verbally and in writing
- Ability to develop and maintain cooperative working relationships with those contacted during work activities
- Ability to effectively lead and train others
- Ability to evaluate performance of those working on assigned programs
- 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

For Office Use Only

Job Code: 3011

Job Title: Program Manager – Environmental Health

FLSA: Non-Exempt

Effective Date: 7/9/2021

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: Yes

DOT: No

ML: Individual Contributor

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a lead to others and as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment, but work is performed outdoors periodically and occasionally in hot, cold, or inclement weather. 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 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. 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. 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 works for sustained periods of time maintaining concentration and attention to detail. The employee may be required to ascend or descend ladders, ramps, or rough terrain. 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 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.

For Office Use Only

Job Code: 3011

Job Title: Program Manager – Environmental Health

FLSA: Non-Exempt

Effective Date: 7/9/2021

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: Yes

DOT: No

ML: Individual Contributor

Required Education and Experience

1. Bachelor's degree from an accredited college or university that includes thirty (30) credit 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. Preference may be given to applicants who possess multiple certifications in an environmental health field and/or certification applicable to position.

Additional Eligibility Qualifications

1. Applicants must be licensed through the State of Utah as an Environmental Health Scientist.
2. Applicants must obtain and maintain certifications in an environmental health field and/or certifications applicable to 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.

For Office Use Only

Job Code: 3011

Job Title: Program Manager – Environmental Health

FLSA: Non-Exempt

Effective Date: 7/9/2021

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: Yes

DOT: No

ML: Individual Contributor

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 _____

For Office Use Only

Job Code: 3011

Job Title: Program Manager – Environmental Health

FLSA: Non-Exempt

Effective Date: 7/9/2021

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: Yes

DOT: No

ML: Individual Contributor