

<b>Job Title:</b> Environmental Health Director	<b>Effective Date:</b> 1/1/2016
<b>Division:</b> Public Health Protection Programs	<b>FLSA Status:</b> Exempt
<b>Position of Supervisor:</b> Deputy Director of Public Health Protection Programs	<b>Grade:</b> 11

**Position Summary:** The Environmental Health Director has responsibilities to participate in the protection and improvement of air, water, land, and food quality by identifying, investigating, and responding to community environmental health concerns, reducing current and environmental health risks, preventing communicable diseases, and sustaining the environment. These activities shall be consistent with applicable laws and regulations, and coordinated with local, state and federal agencies, industry, and the public. These services are currently offered through both the San Juan Basin Health Durango and Pagosa Springs offices. The position is responsible for managing the financial resources within the allocated budget and leading the employees in the Environmental Health program. The position requires a balance of leadership, management, collaboration, and superb judgment.

**Standard Job Requirements:**

1. Supports and complies with the mission, values and vision of San Juan Basin Health Department.
2. Compliance with all San Juan Basin Health Department policies, rules and procedures.
3. Must be able to communicate clearly and accurately both orally and in written format.
4. Must have excellent organizational skills and the ability to multi-task.
5. Must be able to work independently with minimum supervision.
6. Must be able to work as part of a team and recognize situations which require teamwork.
7. Must be able to establish and maintain effective working relationships with co-workers, supervisors, clients, patients, other cooperating agencies and the general public.
8. Must be able to maintain strict confidentiality of all patient and client matters and be able to recognize situations where confidentiality should be maintained even if not legally required.
9. Must have computer knowledge and skills and ability to learn and adapt to new programs and software.
10. Must participate, from time to time, in Disaster Preparedness and emergency events.

**Essential Duties, Functions and Responsibilities:**

1. Leadership:
  - a. Promotes innovation, critical thinking, clear communications and responsible decision-making within the Environmental Health Program.
  - b. Models the values of San Juan Basin Health.
  - c. Develops, promotes, prioritizes, and directs the achievement of division goals and objectives while maintaining San Juan Basin Health Department goals, objectives, and requirements.
  - d. Serves as a member of San Juan Basin Health’s Leadership and Public Health Incident Management (PHIM) Teams.

2. Management Within established policies of the Board of Health, the approved budget, and procedures approved by the Executive Director:
  - a. Responsible for maintaining a team of employees who are competent and trained to perform the functions necessary to complete the work and responsibilities of the Environmental Health Program.
  - b. Ensures state statutes, rules and regulations related to Environmental Health are effectively carried out by Environmental Health staff.
  - c. Ensures high quality customer service is carried out by Environmental Health staff.
  - d. Manages the SJBH Bacteriological Water Lab in compliance with CDPHE standards and regulations.
  - e. Ensures Environmental Health staff responds to citizen complaints in a consistent, professional and respectful manner.
  - f. Ensures compliance with requirements of contracts, agreements and M.O.U.'s involving the Environmental Health Program.
  - g. Prepares the division budget; evaluates expenditures, revenues, workload, personnel requirements, and equipment and laboratory needs; responsible for developing division contractual agreements.
  - h. Provides a consumer protection program under contract from the Colorado Department of Public Health and Environment that includes the sanitary regulation of schools, childcare centers, retail food service establishments, mobile home parks, hotels and motels (complaint only), spas and swimming pools, conducts inspections related to public health and safety, and complies with local, state and federal health regulations.
  - i. Ensures implementation of policies and procedures by Environmental Health staff.
  
3. Collaboration:
  - a. Collaborates with local, state, and federal agencies to assess and mitigate environmental health risks.
  - b. Collaborates with other leaders within San Juan Basin Health and our community to support and improve the health and environment of our community.
  - c. Serves as the executive Director's environmental health subject matter expert to the Board of Health.
  - d. Works with the SJBH Board of Health and Executive Director to develop an appropriate strategy concerning the course of action for an emergency event in collaboration with the Colorado Department of Public Health and Environment.
  - e. Represent SJBH Environmental Health Department at State and regional meetings and conferences.
  
4. Other
  - a. Identifies existing and potential environmental and public health problems and develops appropriate mitigation strategies.
  - b. Perform inspections, site, and soil evaluations for septic system design, permitting, and land transfer.
  - c. Perform Food Service Inspections for retail markets, food manufacturers and restaurants; food service training and licensing.
  - d. Perform inspection of schools, child care facilities, and summer camps for state regulatory compliance.

- e. In the event of an environmental health emergency, works to ensure that the responsible party implements appropriate corrective action such as ensuring the cleanup of hazardous material accidents, hazardous product control, and recall of hazardous products.
- f. Performs related work as required and other duties as requested or assigned.
- g. Must be able to meet the qualifications, as set forth below, of this position at all times.

<b>Decision-Making Authority: Check the item (by putting an “x” in the box) below that comes closest to describing the decision-making authority required in this position:</b>	
Decisions are made within limits of clearly established policies, procedures or instructions.	<input type="checkbox"/>
Decisions are made requiring limited interpretation of policies, procedures or instructions	<input type="checkbox"/>
Decisions are made requiring broad interpretation of policies, procedures or instructions.	<input checked="" type="checkbox"/>
Decisions are made which modify previously held or create new policy interpretations.	<input type="checkbox"/>
Decisions are made on issues that initiate new organization wide policy.	<input type="checkbox"/>

**Qualifications:**

<b>Education/Training</b>	Master’s degree from an accredited college or university in Public Health, Environmental Health, Public Administration, Public Health Laboratory Administration, or related field in addition to a Bachelor’s degree from an accredited college or university with a minimum of 30 semester hours or equivalent quarter hours of academic work in the biological, chemical or environmental sciences.
<b>Experience</b>	5 years of experience in an environmental or public health programs, preferably in a public health agency, with at least three years in a supervisory, consultant or administrative capacity.
<b>Special Skills, Licenses or Certifications</b>	<p>Demonstrated ability to adhere to and lead others in the adherence of environmental health regulations and rules set by the Board of Health and outside regulatory agencies; including but not limited to; on-site wastewater systems, food safety, and consumer protection programs.</p> <p>Demonstrated ability in strategic planning, interpreting rules and regulations, interpreting and managing data, and the use of technology.</p> <p>Ability to manage operations within budget.</p> <p>Excellent oral and written skills with the ability to effectively express complex ideas and concepts in a public setting.</p> <p>Excellent diplomatic skills.</p> <p>Excellent organizational skills.</p> <p>Possession of, or ability to obtain, a valid Colorado Driver’s License.</p>

**Work Environment**

The noise level in the work environment is usually quiet to moderate.

**Physical and Mental Requirements: Place the appropriate "Amount of Time" code for each of the following. 0 = Never, 1= less than 25% of the time, 2= 26-75% of the time, 3= all the time**

Physical:		Activities	Mental/Sensory	Emotional:			
Lifting < 20 lb	2	Sitting	3	Strong Recall	3	Fast pace environment	3
Lifting 20-50 lbs	1	Standing	2	Reasoning	3	Steady pace	3
Lifting 50-100 lbs	1	Bending	3	Problem Solving	3	Able to handle multiple priorities.	3
Pushing/pulling < 20 lbs	1	Kneeling	1	Hearing	3	Frequent & Intense customer interactions	2
Pushing/pulling 20-50 lbs	1	Squatting	1	Seeing/sight	3	Able to adapt to frequent change	3
		Walking (distance)	3	Talking/speak clearly	3	Works under deadlines	3
		Climbing (steps)	3	Write legibly	3	Process complex info	3
		Reaching (overhead, extensive, repetitive)	2	Reading	3	Work as part of a team	3
				Concentration	3		
				Logical Thinking	3		

**Environmental Requirements: Place the appropriate "Amount of Time" code for each of the following: 0= None 1= less than 25% of the time 2 = 26 - 75% of the time 3= all of the time**

Blood and body fluids	0	Working outdoors	2	<b>Daily Activities:</b>	
Biohazards (bacteria, fungi, viruses)	1	Hot, cold, wet surroundings	2	Continuous keyboard use > 2 hrs.	3
Communicable disease	1	Dust, fumes, gases mist, powders	1	Performance of same motion/motion pattern every few seconds > 2 hrs at a time	0
Hazardous materials other than blood and body fluids	1	Loud or unpleasant noises	1	Forceful hand exertions > 2 hrs at a time.	0
Combative situations	1	Electrical hazards	0		
Heights	1				
Operate vehicles or machinery	2	Wear protective clothing/equipment	1		

**Approved by:**

(Supervisor – Signature)	(Title)	(Date)

**Reviewed by:**

(Human Resource Director – Signature)	(Title)	(Date)

**Receipt and Acknowledgment:**

I acknowledge and understand that:

- This job description, and receipt and acknowledgment of this job description, does not imply or create a promise of employment or employment contract of any kind. I understand and acknowledge that my employment with San Juan Basin Health Department is “at will” and may be terminated by me or the employer at any time with or without cause.
- The job description provides a general summary and requirements of the position in which I am employed. At this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor if, at any time, I am no longer qualified for my position and/or unable to perform the job requirements or essential functions of my job.
- Job descriptions, duties, tasks, work hours, work requirements and qualifications may be changed at any time at the discretion of San Juan Basin Health Department. Further, all San Juan Basin Health Department employees understand and acknowledge that any loss of funding to SJBHD may result in employer restructuring, amended/eliminated job descriptions, and/or termination of employment.
- Acceptable job performance requires: (a) proper compliance with and completion of all aspects of the job description; and (b) compliance with San Juan Basin Health Department policies, procedures, rules and regulations.
- I have read and understand this job description.

(Print Employee Name)	(Employee Signature)	(Date)