

Jurisdictional Class: Competitive
Adopted: May 15, 2002
Revised: May 11, 2010

DIRECTOR/ENGINEER OF ENVIRONMENTAL HEALTH

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative and engineering position responsible for administering, planning, overseeing, implementing, and enforcing a variety of environmental health programs, as well as involving responsibility for the technical environmental and sanitation engineering duties within the Health Department. This position involves frequent contact with the legal, engineering, and medical staff, the Board of Health, and other local and state officials to insure compliance with applicable laws, rules, codes, and policies. The engineering duties are performed in accordance with established engineering principles, codes, regulations, and local and state Public Health Laws with leeway allowed for the use of independent judgment in carrying out the details of the work. The work is performed under the general supervision of the Public Health Director. Supervision is exercised over subordinate professional, technical and clerical staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Oversees and advises on appropriate enforcement of provisions of Public Health Law, State, and Local Sanitary code relating to the sanitary control of food, public water supplies, sewage and waste disposal, operation of water treatment plants, qualifications of water treatment plant operators, swimming pools and bathing beaches, camps, hotels, migrant farm worker housing, temporary residences, food service establishments, realty subdivisions, mobile home parks, rabies, lead, smoking regulations, other regulated facilities, public health nuisances, and related matters;
- Plans, supervises, and administers a variety of environmental health program activities, including all State mandated core programs, locally adopted programs, and engineering programs to ensure compliance with applicable standards of public health and safety;
- Reviews complex engineering plans, secures necessary modifications to the plans from engineers and architects, completes inspection, and grants health department approval for projects such as sewage treatment and disposal, water treatment at regulated public water supplies, swimming pools, temporary residences, sewer and water supply extensions and realty subdivisions, and other regulated projects such as mobile gatherings, etc, submitted by licensed professional engineers and/or registered architects for compliance with local and state sanitary regulations and standards, and provides technical support to water treatment operators;
- Provides technical assistance to communities that are seeking public water supply monies or other funding;
- Reviews existing "Disinfection Waivers" at community public water supplies;
- Provides guidance, technical supervision, and consultation to staff regarding activities relating to the sanitary control of food, public water supplies, sewage and waste disposal, swimming pools and bathing beaches, camps, temporary residences, restaurants, mobile home parks, rabies, lead, smoking regulations, other regulated facilities, public health nuisances, and related matters;
- Formulates, implements, and directs programs for training of water treatment plant operators, environmental health personnel, food handlers, restaurant proprietors, camp owners, and other classes of operating personnel;
- Maintains relationships and cooperates with local, state, and federal agencies whose work or policies affect the environmental health programs and represents the Health Department in matters related to environmental health programs and environmental and sanitation engineering;
- Develops internal policy and procedural directives and establishes program priorities;
- Prepares and monitors the division budget;
- Develops and implements public relation materials and manuals to educate and enhance compliance with public health programs;

Director/Engineer of Environmental Health

Attends meetings, conferences, and training seminars to keep abreast of changing laws and rules;
Consults with other professionals on matters concerning legal and medical implications of environmental health programs;
Advises public officials on environmental problems/issues such as in the operation of garbage dumps, sanitary landfills, public water supplies, waste water disposal, air pollution, and hazardous waste disposal;
Oversees environmental investigation of outbreaks of disease;
Researches, prepares, and supervises the preparation of electronic reports and specialized reports such as environmental projects, engineering projects, code revisions, fee schedules, legal data, staffing recommendations, cost studies, and other required program and data systems and reports;
Trains, supervises, and evaluates subordinate professional, technical, and clerical staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles and practices of environmental and sanitation engineering;
Thorough knowledge of the principles, techniques, and practices of general environmental health programs such as water supplies and purification, sewage disposal, sanitary control of food service establishments, smoking regulations, sanitary control of camps, temporary residences, swimming pools, bathing beaches, schools and other places, insect and rodent control, rabies, public health nuisances, general sanitation, and hazardous wastes, and lead poisoning control;
Thorough knowledge of construction specifications, plans, codes, rules, and regulations pertaining to environmental and sanitation engineering;
Good knowledge of the provisions of Public Health Law and State Sanitary Code related to above subjects;
Good knowledge of environmental health programs as they relate to community needs;
Good knowledge of techniques used in surveying and drafting;
Basic knowledge of the principles and practices of epidemiology;
Ability to assess, plan, implement, and evaluate the efficiency, economics, and effectiveness of environmental health programs and programs which relate to environmental and sanitation engineering;
Ability to effectively gather information from observations, interviews, records, reports, and plans;
Ability to make involved engineering computations, prepare engineering records and technical reports;
Ability to read and interpret complex engineering documents and drawings;
Ability to work with computer programs to generate necessary reports and input data;
Ability to effectively hire, supervise, and evaluate staff;
Ability to provide leadership that promotes team building and development in an autonomous environment;
Ability to effectively manage and evaluate multiple projects and incorporate new programs into existing services;
Ability to communicate effectively both orally and in writing;
Ability to establish effective relationships with the public, contractors, developers, consultants, vendors, coworkers, other officials;
Accuracy.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Environmental Engineering, Sanitary Engineering, or Civil Engineering; one (1) year of experience as a licensed Professional Engineer involved with the design and preparation of plans and specifications related to sanitary sewer systems, water pollution control, or sewage treatment plants and facilities, or as a licensed Professional Engineer involved with other environmental or related projects; and one (1) year of administrative or supervisory experience in environmental health or related field.

SPECIAL REQUIREMENT: Applicant must possess a license and current registration to practice as a Professional Engineer in New York State at time of appointment.

NOTE: Assignments made to an employee in this class will require reasonable access to transportation to meet field work requirements in the ordinary course of business in a timely and efficient manner.