



Office of Human Resources
Environmental Public Health Program Supervisor - CE2270

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General Statement of Duties

Supervises a business unit responsible for professional and technical environmental or public health scientific and operational work in a multidisciplinary setting requiring independent integration of scientific principles while supervising staff who evaluate and implement environmental or public health projects or programs for health protection, permitting, compliance, recovery, remediation, reclamation or removal.

Distinguishing Characteristics

This class supervises a business unit responsible for professional and technical environmental or public health scientific and operational work in a multidisciplinary setting. This class is distinguished from the Environmental Public Health Manager who manages functional and/or operational area of a professional environmental and/or public health division in a multidisciplinary setting.

This class is distinguished from the Environmental Public Administrator class, which administers, develops, and implements environmental or public health programs in a multi-disciplinary setting.

Essential Duties

Supervises the work of employees performing environmental or public health investigation, analysis, and support involved in the inspection and regulation of a variety of public and private facilities to maintain compliance with all federal, state and local regulations.

Implements and interprets policies and procedures developed by higher level managers or supervisors. Assists in developing, recommending and coordinating the implementation of new procedures for the assigned functions or unit.

Develops and implements staff training and development plans to provide cross training of employees, specific job related training, and other approaches to provide opportunities for staff flexibility and development. Delegates authority to develop staff.

Provides technical assistance regarding the correction of violations of the Revised Municipal Code. Consults with community groups, citizens and various city and state agencies. Prepares for litigation against code violators. Interprets and evaluates code requirements to issue official notices to property owners.

Reviews problem or escalated inspections of establishments and ensures compliance with municipal ordinances, laws, regulations and contracts.

By position, manages and directs medium to large-scale, multi-year projects/programs.

Reviews, develops or modifies work plans, methods and procedures, determines work priorities and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or unusual assignments; encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.

Conducts hiring interviews and selects candidate(s) for job opening(s).

Resolves problems and mediates conflicts encountered during daily operations and determines appropriate solutions; promotes teamwork. Encourages regular communication, informs staff of relevant business issues and their impact on the organization.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Ensures quality, effectiveness, and efficiency of unit activities and safety measures.

Documents causes for disciplinary action and initiates letters of reprimand and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

By position, participates in planning and managing budget systems; prepares and presents budget recommendations to higher management; operates within budget parameters; adjusts work plans/activities because of budget changes.

Actively participate on the department's emergency preparedness and response team(s) to support meeting the department's public health and environmental responsibilities outlined in the city's emergency operations plan.

Performs other related duties as assigned or requested.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Written Communication - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of the principles and theories of the social, physical and biological sciences sufficient to be able to investigate, monitor and protect public health and the environment.

Knowledge of federal, state and local public health and environmental/public health laws and regulations sufficient to be able to apply them to protect public health and the environment.

Knowledge of analysis and research methods and techniques sufficient to be able to determine what information is required, gather and analyze desired information, and input data into reports or databases.

Skill in conducting investigations to systematically identify and correct the causes of public health or environmental/public health problems.

Skill in interpreting, adapting and applying appropriate written guidelines, precedents and standardized work practices to a variety of problematic and unprecedented situations.

Skill in exercising initiative, judgment and decision making in solving problems and meeting the objectives of the unit or project.

Level of Supervision Exercised

Supervises two or more employees who does not supervise.

Education Requirement

Bachelor's Degree in Public Health, Environmental Health, or in a related field based on a specific position

Experience Requirement

Three (3) years of experience performing professional level environmental or public health scientific analysis or inspections.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Subject to many interruptions.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Carrying: Transporting or moving an object.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Repetitive motions: Making frequent or continuous movements.
Sitting: Remaining in a stationary position.
Talking: Communicating ideas or exchanging information.
Walking: Ability to move or traverse from one location to another.

Background Check Requirement

Criminal Check
Education Check
Employment Verification
By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: EX-11
FLSA Code: Y
Established Date: 9/21/2018
Established By: LS
Revised Date: 3/25/22
Revised By: BM
Class History:
Revised experience and duties.