

SHELBY CITY HEALTH DEPARTMENT POSITION DESCRIPTION

DEPARTMENT:	DEPARTMENT OF HEALTH
POSITION TITLE:	DIRECTOR OF ENVIRONMENTAL HEALTH
REPORTS TO:	MAYOR (BOH) / HEALTH COMMISSIONER
EMPLOYMENT STATUS:	FULL-TIME, EXEMPT
CIVIL SERVICE STATUS:	UNCLASSIFIED
MAXIMUM HOURLY RATE:	\$33.50

JOB SUMMARY:

Responsible for all issues pertaining to Environmental Public Health for the Shelby City Health Department. Responsible for acting as Director of Environmental Health/Registered Environmental Health Specialist (REHS).

QUALIFICATIONS:

Must be a High School graduate or holder of GED. Must have a Bachelor degree. Must be a Registered Environmental Health Specialist (REHS) with a minimum of two (2) years' experience in Environmental Health. Must be familiar with governmental accounting, funding, and environmental regulations.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license and retain such. Must be able to qualify and remain insurable under the City of Shelby's vehicle insurance policy as a condition of continued employment. Must be a Registered Environmental Health Specialist (REHS).

ESSENTIAL FUNCTIONS OF THE POSITION:

40% - Conducts on-site inspections of operations, facilities and/or systems to ensure they meet the required public health standards and state and local regulations, (e.g., food service, retail food establishments, vending, water supplies, sewage disposal systems, building sites, swimming pools, mobile home parks, tattoo shops, schools, smoking enforcement, camps, etc.); evaluates inspection data and issues orders to correct public health hazards and unhealthy conditions.

30% - Assists in the development of agency policy and procedures; assists in evaluation of programs as well as recommends changes to improve program effectiveness. Maintains Accreditation Status/Accreditation Coordinator.

10%- Investigates complaints or reports of public health nuisances and disease, (site visits, sample taking, testing possible sources of contamination, etc.); evaluates test results and investigative data; develops and implements corrective actions needed; enforces ordered actions; monitors situations to ensure that program are being adhered to; investigates nuisance complaints; investigates food and water borne diseases, (e.g., sewage, contaminated water supplies, trash, garbage, animal bites, rabies control, disease carrying mosquitoes, etc.).

Collects water samples for testing to determine if water is potable, (e.g., private home supplies, food service operations/retail food establishments, camps, mobile home parks, recreational areas, etc.); issues orders to correct problems as needed.

10% - Submits a proposed budget for Environmental Health. Reviews and recommends changes in fees. Calculates cost methodology for FSO and RFE reports for ODH/ODA. Prepares ODH animal bite reports. Submits food, stool, and other samples to the ODH/ODA labs when necessary. Supervises licensing of above facilities and submission of state submittal forms. Coordinates with the Mayor on enforcement action. Responds to public inquiries of a public health nature. Other related activities as required.

5 % -Reviews plans; issues licenses and permits; gives technical advice to owners, operations and contractors on matters relating to Public Health Sanitation, (e.g. food service, retail food establishments, vending, water supplies, sewage disposal systems, building sites, swimming pools, mobile home parks, tattoo shops, schools, smoking enforcement, camps, etc.);

5 %- Enforces state and local codes and regulations to ensure that owners and developers follow design specifications; ensures that operations and locations do not present a health hazard; confers with other local and state agencies. PIO if Mayor/BOH President is incapacitated. Provide information/education by written or Oral to Media & Community.

NON-ESSENTIAL FUNCTIONS OF THE POSITION: This job description in no manner states or implies that these are the only duties and responsibilities to be performed by this position. Percentage of duties and responsibilities can change by availability of work. Other duties may be assigned.

KNOWLEDGE SKILLS & ABILITIES:

Knowledge: Knowledge of public health standards as defined by federal, state and local regulations, laws, and rules; public relations; safety practices and procedures; health testing equipment and procedures; agency policies and procedures; agency goals and objectives; contracts with officials and general public; accreditation standards and measures; and sewage system designs.

Skills in: operating an automobile, personal computer and standard business office equipment; preparing concise and accurate reports/documents; handling sensitive inquires and information, establishing and maintaining effective working relationships with others, comprehending and following verbal and written instructions, and navigating computer programs such as HealthSpace, ODH Gateway, etc.

Abilities: ability to work independently; ability to maintain confidential citizen information; ability to exercise sound judgment and discretion; ability to define problems, collect and interpret data, establish facts and draw valid conclusions; ability to deal with many variables and determine specific actions; ability to communicate effectively in written and oral form; ability to problem solve and resolve complaints from angry citizens; ability to understand manuals and verbal instructions that are technical in nature.

PHYSICAL DEMANDS:

In accordance with US Department of Labor physical demands strength rating, this is considered sedentary work.

WORKING CONDITIONS:

Primarily indoors in varying temperatures and conditions; potential for some outdoor work in all seasons.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position. Incumbent is responsible for abiding by local and state guidelines pertaining to the operations of the Shelby City Health Department employment issues.

My signature below signifies that I have reviewed and understand the contents of my job description.

Director of Environmental Health **Date**

Mayor, City of Shelby, Board of Health **Date**

Shelby Health Commissioner/Medical Director **Date**

Revised: 04/01/2019, 3/3/2022, 9/8/2023
Approved: 04/01/2019, 4/5/22, 9/15/2023