



Environmental Health Program Manager Job Description

Job Title: Environmental Health Program Manager
Department: Public Health
FLSA Designation: Full Time, Exempt
Reports to: Public Health Director
HR Approved: *Lisa Seddon* March 2022

Job Summary

Improve the health of the environment and residents of Marion County through environmental protection consultation and compliance. Provides leadership and direction to the Environmental Public Health Program, complete and file reports, and provide customer service and office coverage.

Essential Functions and Responsibilities

The following duties are typical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Provides Leadership and oversees Environmental Health programming and staff, including review/approval of time off requests assuring coverage, time worked, work assignments, policy compliance.
- Manages designated state contracts using required software systems
- Provides direction and assures work product to the Environmental Health Program
- Request purchases for necessary maintenance/supplies/equipment through established processes.
- Assures program remains inside budget allocated.
- Provides Director with Board of Health action requests, and written quarterly reports to Board of Health. Attends as requested.
- Collaborates with Marion County department heads involved with projects and workflow (especially Zoning, Emergency Management, County Attorney Office, Engineering), applicable state staff. Interacts as required with the Board of Health and Board of Supervisors.
- Assures EH office coverage, provide customer service and technical assistance to the public as they request services.
- Data management, including GIS, data input, reports, and report submission in a variety of systems.
- Issue permits per MCPHD and EH protocols.

- Oversees collection of fees for EH, and turns in to departmental accountant according to MCPHD processes.
- Inspections: Complete and/or assign and schedule staff, inspections and document inspection results in a timely manner. Inspections can include but are not limited to on-site wastewater, wells, pool and spa, tattoo, nuisance (including hoarding, vector, vermin, etc), animal welfare, animal bite/rabies follow-up.
- Conduct water testing as requested.
- Provide consultation and provide in enforcement of state law and local ordinances, including animal welfare, dangerous animals, rabies follow up, nuisance abatement, non-public water wells, on-site wastewater treatment, and other public health-related activities as directed.
- Receive signed complaints, and arrange for investigation. Investigate complaints; determine and document if violations have occurred. Establish a dialog to correct the situation. Document actions working toward a resolution. Document non-compliance attempts to resolve to the program manager and work through legal processes as required.
- Completes documentation in a timely manner
- Follows program, departmental, and county policies
- Works well with others

Minimum Education and Experience Required to Perform Essential Functions

Three years of experience in septic installation, science, environmental health, or GIS-related fields or AA Degree in science, environmental health, GIS-related field and 1-year experience or Bachelor's degree in science, environmental health, GIS-related field

Ability to learn in-depth knowledge of commonly used environmental health rules and regulations, Iowa Code, Ordinances. Understanding and application of organizational policy.

Must have excellent computer skills, and be competent with a variety of Windows-based software packages, including the Microsoft suite of software. Must become comfortable with other types of software, including time tracking, mapping, etc.

Certificates, Licenses, Registrations

- Valid driver's license
- Certified Pool Operator (CPO), AFO, PPSO, or LAFT certificate and meet the education requirements of 641 IAC 15 (must obtain)
- NIMS Compliance (must obtain)

Mental and Physical Competencies Required to Perform Essential Functions

Language Ability

Must have excellent communication skills. Must be fluent in the English language. Ability to read, write, analyze, interpret, and enforce governmental regulations, both Iowa Code and Local Ordinance. Ability to write professional reports, business correspondence, and document systems clearly and accurately. Ability to effectively present information and respond to questions from the general public and policymakers. "People skills" are essential.

Mathematical Skills

Ability to measure and calculate figures and amounts. Apply concepts of basic geometry and basic algebra. Figure percentages, area, volume, square feet, linear feet, etc. Understand and present data as it applies to environmental health programming.

Cognitive Demands

Ability to apply principles of logic and scientific thinking to a wide range of intellectual and practical problems. Ability to deal with a variety of abstract and concrete variables. Provides teaching, leads meetings, provides consultation as needed to the community, with a service attitude and always with a goal of helping ensure all parties are successful.

Physical Demands

Work requires full range of motion. Work includes sitting, walking on uneven surfaces, bending, lifting, pushing, pulling, digging, and carrying related objects generally weighing 40 lbs. or less. Horizontal and vertical reaching motion is required. Aptitudes required are those typically associated with operations including clerical, numerical and forms perception, clarity of vision 20" or less to view computer screens, legal documents; eye/hand/foot coordination, hand and finger dexterity, motor coordination, hearing and conversation skills. Work is performed in a variety of locations, including indoor offices and meetings, and outdoor construction sites on uneven ground in all kinds of weather conditions. Uses a variety of equipment (generally hand-carried) such as levels, tape measures, shovel and probes, used to measure distances, find septic tanks and related tasks; uses thermometers, water bottles and related devices to collect samples for testing

Environmental Adaptability

Indoor office and outdoor work with ongoing exposure to several undesirable conditions, including but not limited to heat, cold, construction equipment/noise, odors and smells, animals that bite, filthy environments, uneven walking surfaces, construction environments.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts, or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee Signature

Date

Department Head Signature

Date

Marion County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the Employer.