

NOTICE

There is a vacancy in the Bay County **ENVIRONMENTAL HEALTH DIVISION.**

JOB TITLE: ENVIRONMENTAL HEALTH MANAGER

SALARY RANGE: \$52,686.40 per year entry, progressing to \$59,841.60 per year after 3 years (MB11)

Full-time position with benefits as provided for within the Bay County Association of Managers, Professionals and Supervisors (BCAMPS) organization labor agreement although membership in the union is voluntary.

GENERAL SUMMARY: Under supervision of the Health Director, manages and supervises the operations of the Environmental Health Division, and maintains a high standard of environmental health conditions within Bay County. The Environmental Health Manager is responsible for the planning, development, evaluation and operation of all Environmental Health Division Program components. The Environmental Health Manager is responsible for the supervision of the administrative, professional and clerical staff of the division. Provides consultation to, and conducts professional evaluations of public and private facilities to determine conformity with Federal, State and County sanitation and environmental health laws, codes, ordinances and standards. Educates the public regarding acceptable compliance with environmental and sanitation standards and initiates corrective action when necessary to safeguard the public health. Develops, directs and maintains Quality Improvement and Quality Assurance Program activities. Simultaneously performs functions of a Registered Sanitarian, as directed.

TYPICAL DUTIES:

1. Manages, administers and evaluates Environmental Health Division Programs which conform to the goals and objectives of the Health Department, and the regulations and standards of state and federal agencies. Ensures minimum program requirements, county policies and ordinances are met. Ensures the enforcement of all Bay County environmental health codes, rules and regulations and applicable state and federal public health laws in Bay County.
2. Develops policies, work procedures, and practices for the Environmental Health Division.
3. Directs the work of a field staff, in accordance with departmental and county policies and contracts, which inspect and license various private businesses and governmental operations whose activities have a relationship to protection of public health by the prevention of environmental health hazards and/or nuisances.
4. Develops and recommends the annual budget for the Division and monitors its implementation.
5. Drafts policies, code revisions, desired legislation, and reports to accomplish goals.
6. Conducts field investigations on complex or unusual establishments to determine compliance with laws, codes, and ordinances.
7. Evaluates applicants for positions within the Division and makes final recommendation of new employees, subject to the approval of the Health Officer, Personnel Director and County Executive.
8. Supervises the training, orientation and evaluation of employees.
9. Conducts research, prepares and submits proposed budgets and special or recurring reports pertaining to activities of the Division.
10. Participates, as departmental representative, in various committees, conferences, professional meetings, and public hearings. Corresponds with state agencies and municipal officials as necessary, and acts as a liaison with other County Departments and community partners, as directed.
11. Addresses community groups on topics relating to environmental health protection and serves as a consultant to groups and individuals seeking information on sanitation requirements and practices.
12. Assists other managers with responding to environmental health problems that may be encountered.
13. Arranges and presides at informal office hearings concerning license status; orders suspensions of licenses upon determination of an imminent hazard to the public health and enforces closure of such business operations; represents the department in formal hearings for license revocations, etc.
14. Prepares Division for Accreditation and may assign activities to Coordinators and other Sanitarians to ensure agency readiness for review. Ensures implementation of policy review, revision and implementation. Works closely with all Sanitarians to ensure compliance with all Michigan Public Health Accreditation Program requirements; develops, implements and coordinates all Division Quality Improvement and Quality Assurance activities.
15. Ensures that all documentation required by government agencies is accurate and submitted on a timely basis.
16. Performs other duties as assigned, including any of the functions described for subordinate positions, as appropriate.

The above statements are intended to describe the general nature of work performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties assigned personnel in this classification.

QUALIFICATIONS:

<p>Required</p> <ul style="list-style-type: none"> • Possession of a baccalaureate degree in environmental health, biology, chemistry, engineering or a related field. • Must have ten or more years of environmental health experience including current knowledge of well and private water supply regulations, septic regulations and construction/operation standards, food licensing and safety regulations, pools and recreational water regulations, lead and healthy home regulations. • Registration with the Board of Sanitarians, State of Michigan, Department of Licensing and Regulation. • Excellent work, attendance and discipline record. • Excellent references and background check. • Must be able to communicate and courteously react to upset or angry clients. • Excellent mathematical, analytical, written/oral communication and time management skills. 	<p>Preferred</p> <ul style="list-style-type: none"> • Master’s Degree in Environmental Health or Public Health or related field • Proficiency in Tyler Technologies Munis software. • Public sector experience. • Experience with grants.
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Applicants may be required to take written and/or other examinations.

PHYSICAL REQUIREMENTS: This position involves sitting, being mobile, bending and/or standing for significant periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: generally, 20 pounds of force up to one third of the time.

Application Procedure: Apply online at www.baycounty-mi.gov or in person/US mail to Bay County Personnel Department, 515 Center Avenue, Suite 301, Bay City, MI 48708. **Application deadline is 4:00 p.m. Tuesday, July 26, 2016.**

Bay County is An Equal Opportunity Employer

“Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public.”