



JOB DESCRIPTION

<i>Title</i>	Environmental Health Program Supervisor	<i>Created</i>	Jan. 2014
<i>Department</i>	Public Health	<i>Revised</i>	March 2021
<i>Job Class</i>	M 5	<i>Safety Sensitive</i>	Yes
<i>Labor Union</i>	Unrepresented	<i>FLSA</i>	Exempt

Purpose

Under the general direction of the Clatsop County Public Health Director, administers and supervises the department's environmental health staff and program pursuant to contract with the Oregon Health Authority and enforces Oregon statutes and rules. Collaborates and cooperates with OHA in maintaining and improving environmental health services through public health programs. Responsible for conducting epidemiological investigations to report, monitor, and control communicable disease and other health hazards. Serves as county Household Hazardous Waste Program authority to enforce Clatsop County code. Also performs direct services as part of the work routine.

Essential Functions

- Provides direction to staff in the application and administration of environmental health issues.
- Performs field inspections and ensures compliance with the Oregon administrative rules for licensed facilities such as restaurants, public pools and spas, travelers' accommodations, and organization camps. Provides contracted services for facilities such as school kitchens and day care facilities ensuring compliance with state sanitation laws and rules. Recommends corrective or enforcement action. Conducts reviews of new and/or extensively remodeled food service facilities.
- Implements the Food Borne Illness Prevention Program that includes licensing food served to the public, sanitation inspections, and investigation of food borne illness complaints.
- Develops and presents community education classes and administers the county Food Handler Training Certification program.
- Manages the county Onsite Wastewater Program, ensuring that DEQ contract service deliverables are met.
- As a member of the Public Health Communicable Disease Team works to investigate, report, and control outbreaks. Leads investigations of reportable illnesses related to animal bites, food and water borne outbreaks, sewage disposal, and investigating disease complaints related to public facilities as required by law and with the assistance of other county staff as needed. Recommends corrective or enforcement action.
- Works or consults with various state and local agencies with a relationship to public health for the purpose of enforcing ordinances, promoting public health, or problem solving.
- As program capacity allows, evaluates the habitability of individual housing units.



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- As a member of the county emergency response team, responds to public health emergencies and participates in drills. Participates 24/7 as a member of Health Alert Oregon, Oregon Emergency Response System, and Alert Oregon. Develops protocol for environmental health aspects of emergency response.
- Triage sanitary nuisance complaints. Ensures public health risks regarding sewage disposal are resolved by the appropriate agencies.
- Provides surveillance of and responses to emerging environmental hazards or diseases and implements strategies to mediate threats. Provides information to the public about diseases associated with bio-terrorism and may be involved in the county response to suspected cases.
- Assists in developing program goals, annual plan, and budget. Is responsible for managing the budget to control costs and maximize revenues. Responsible for recommending the fee scale for assigned programs.
- Trains and supervises environmental health specialists including program volunteers and students. Ensures program compliance with required staff credentials per OAR 333-012-0060.
- Provides leadership to county Household Hazardous Waste Advisory Committee. Develops and implements work activities identified in the HHW program plan.
- Assesses community environmental health problems and identifies new EH program services to address hazard issues. Develops, implements, and manages new program services.
- Represents Clatsop County Public Health on various state committees, local collaboratives, or other groups.
- Participates in developing county policies or ordinances that improve the safety and health of residents.
- Follows all safety rules and procedures established for work areas.

Mandatory Qualifications

Bachelor's degree in science(s) related to environmental health. Minimum five years' progressively responsible work as a registered Environmental Health Specialist in accordance with ORS 700 and must maintain valid registration and continuing education. Supervisory and/or management experience is required. Must maintain annual registration as a sanitarian. Must possess and maintain driving privileges in the state of Oregon.

Requires demonstrated knowledge of:

- Environmental sanitation concepts.
- Food service, tourist, pool and spa, school and day care facility laws and rules.
- Drinking water laws and rules.
- Interpreting laws, rules, and applying sanitation concepts.

Demonstrated skills include:



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- Field equipment including computer and lab equipment.
- Developing reports both in the office and the field.
- Influencing and changing operator behavior when necessary.
- Developing and presenting material in a classroom format and other educational events.

Must possess excellent written and verbal communication skills and be able to work with operators with limited English. Functions in a physical environment and is able to work weekends and evenings. Able to work outside of the office with limited supervision.

Desired Qualifications

Preference given to applicants that currently hold Oregon State Standardized Training Certification for Food Program inspection and Certified Pool Operators training.

Physical Demands

Physically capable of handling high mobility demands and complex personal interactions. Tasks involve the ability to exert moderate physical effort in light work typically involving some combination of stooping, kneeling, crouching and crawling, and may involve some lifting, carrying, pushing and/or pulling of objects and materials weighing up to 20 pounds.

Working Conditions

Typical office working conditions as well as regular outdoor work. Requires extensive travel within the county, routine weekend work, extensive on-call duty after hours and weekends that may require an immediate response, occasional evening meetings and work, and regular training outside the county. Regularly exposed to adverse environmental conditions such as dirt, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic and/or poisonous agents, violence, disease, or pathogenic substances.

May be exposed to potentially hazardous conditions involving sewage, traversing rough terrain, dealing with difficult or angry individuals.

Supervisory Responsibility

Supervises a team of no more than five environmental health specialists. Participates in the selection of new employees, provides training, and evaluates performance.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.