



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title:	Director of Environmental Health
Jurisdictional Class:	Competitive
Civil Division:	Public Health
Adoption:	CSM 2/22/23
Revised:	CSM

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for planning, directing, and administering the environmental health programs and performance of environmental engineering duties of the Cayuga County Health Department. The work is of a professional environmental engineering and environmental health nature involving responsibilities of an exceptionally high order. The work entails administration, management, and direction of the environmental health division of the County Health Department; advising local officials and the general public in regard to environmental health problems involving environmental engineering practices and the measures necessary for improvements and compliance with legal requirements; providing leadership in promotion of public health through application of environmental health practices; enforcement of the provisions of local and state Public Health Laws, State and County regulations, and Sanitary Codes in relation to environmental health matters. General direction is received from the Cayuga County Director of Public Health who reviews the work for accomplishment and adherence to departmental policy, with leeway involved for exercise of independent judgement in carrying out details of the work. Supervision and direction is exercised over the work of subordinate technical and professional employees that includes Public Health Engineers, Sanitarians, Technicians, and Assistants as well as clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans, develops, directs and administers the environmental health programs and supervises the work of subordinate staff;

Prepares budget for and evaluates environmental health programs;

Directs compliance with the provisions of the Public Health Law, Local Laws, State Sanitary Code, County Sanitary Code, and Watershed Rules and Regulations relating to indoor and outdoor air quality, environmental exposures, public water supplies, sewerage and waste disposal, operation of water treatment plants, operation of swimming pools, bathing beaches, mobile home parks, camps, hotels, motels, migrant labor housing, children's camps, tanning salons, restaurants, and institutional food establishments, approval of realty subdivisions, tobacco, water quality, lead poisoning prevention, public health nuisances and related matters;

Directs rabies control programs and activities;

Analyzes bulletins, regulations, and scientific reports, and other informational material regarding new developments in environmental science and engineering in order to initiate and execute necessary changes and adaptations;

Prepares public information and speaks to news media, government officials, the public, and professional organizations regarding environmental health and environmental engineering issues and concerns;

Investigates, studies, analyzes, and evaluates a variety of environmental problems in order to apply engineering knowledge to develop solutions;

Responds to environmental emergencies such as toxic spills, floods, loss of water supply, and other problems, and organizes staff to cope with indicated needs;

TYPICAL WORK ACTIVITIES: (Illustrative Only) (continued)

Interprets the results of laboratory examinations of air, water, sewage, soil, leachate, dust, mold, paint, and other samples;

Directs Board of Health hearings for violations of environmental health laws and regulations,

Reviews engineering plans and reports for remedial clean-up projects involving ground water pollution, construction of water treatment plants and components, realty subdivision proposals, and wastewater treatment systems for compliance with applicable standards;

Researches, prepares, revises, and evaluates technical reports, studies, and environmental assessments and plans including recommendations on environmental health and environmental engineering problems;

Makes environmental health investigations of outbreaks of disease;

Represents the Department of Health on all matters and problems related to environmental health;

Serves as a liaison and maintains relationships with local, state, federal and other recognized agencies concerning environmental problems and issues;

Formulates environmental health policies;

Researches, reviews, and prepares reports on federal, state, and local polices, rules and regulations involving current technical environmental matters;

Prepares local laws and rules and regulations applicable to environmental health and water quality;

Supervises, prepares, and assists in the preparation of grant applications for state and federal funds regarding environmental health;

Participates in public health preparedness activities as trained and assigned;

Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial and ethnic backgrounds, sexual orientations, lifestyles and physical abilities;

Prepares training classes for wastewater treatment system inspectors;

Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles and physical abilities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles, techniques, and practices of environmental engineering and environmental health programs;

Comprehensive knowledge of provisions of Federal, State, and local laws and regulations related to the environment and environmental health;

Good knowledge of the practices and techniques of administrative supervision of environmental health programs;

Good knowledge of principles and practices of modern administrative techniques and procedures including budget preparation and administration;

Ability to plan, develop, direct, and administer environmental health programs and to project and integrate these into the departmental programs;

Ability to read and interpret engineering blueprints and sketches;

Ability to read and interpret complex written material, state laws and departmental regulations pertaining to environmental engineering and environmental health;

Ability to prepare technical reports and correspondence;

Ability to deal with public, local officials, and difficult people;

Ability to develop and maintain good public relations;

Ability to communicate verbally and in writing.;

Ability to work independently within the scope of general direction;

Skill in environmental engineering techniques and practices;

Initiative and resourcefulness in solving complex public health problems.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York Registered college or university with a Bachelor's degree in environmental, chemical, civil, public health or related engineering, and 4 years of experience in an engineering discipline; **AND**

Possession of a valid New York State professional engineering license.

SPECIAL REQUIREMENTS:

Possession of an appropriate level NYS Motor Vehicle Operator's license