

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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<b>CLASS TITLE:</b>	<b>ENVIRONMENTAL HEALTH MANAGER</b>
<b>DEPARTMENT:</b>	<b>PUBLIC HEALTH</b>
<b>REPORTS TO:</b>	<b>ENVIRONMENTAL HEALTH DIRECTOR</b>

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<b>CLASS CODE: 4040</b>
<b>FLSA STATUS: E</b>
<b>DATE: 10/99</b>

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**JOB SUMMARY AND DISTINGUISHING FEATURES:**

Manages programs and staff and performs a variety of complex technical and administrative functions to assure compliance with local, state and federal public health and environmental laws and regulations, including: advising the public regarding related matters; investigating complaints; proposing and justifying fees; preparing various reports; representing the division with state agencies; assisting in developing the budget; and establishing goals and objectives.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Plans, organizes, assigns, reviews, and controls work production and activities, to include procedures, allocation of resources, problem resolution, and training of employees.

Develops policies and procedures related to division functions or recommends revisions to same.

Represents the division with State agencies, including: attending meetings; working with agencies regarding their evaluation of County solid waste and hazardous materials programs.

Assists in budget development, including: developing revenue projections; evaluating time study data; determining costs; recommending fee changes; preparing justifications; proposing and justifying fees and preparing fee resolutions; preparing board agenda summaries; attending hearings.

Develops programs goals and objectives and assists in the development of division-wide goals and objectives.

Prepares litigation requests to the District Attorney or County Counsel.

Meets with and/or advises the public, contractors, business representatives, etc., concerning public health and environmental issues, including: explaining applicable laws, regulations and fees; responding via letter, telephone and personal inquiry; assisting in completing business plans.

Prepares complex, routine and non-routine reports as requested utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; creates forms; and relays and interprets administrative decisions, policies and instructions.

Reviews and implements new laws and regulations.

Updates and maintains computer database information and related documents, records and files; creates queries, forms and reports.

Represents the department and County before advisory committee, community groups, etc., regarding various environmental health issues; meets with staff from other departments to coordinate functions.

Maintains and upgrades knowledge, skills, and development by attending seminars, meetings and training programs and reading trade and professional journals and publications.

Reports administrative and/or operational problems to supervisor.

Disseminates a variety of information and/or reports to various agencies, divisions, or departments via telephone, mail, email or fax.

Acts as superior, in his/her absence, for temporary period of time.

Investigates reports/complaints of illegal hazardous materials and/or waste releases, including: collecting evidence at potential environmental crime scenes, taking samples of soil and water for laboratory analysis; reviewing analytical lab reports to determine if investigation is needed; preparing reports; issuing notices of violation; making referrals; and forwarding information to law enforcement or legal officials.

Reviews and approves annual underground storage tank operations certificate submissions and other public health and environmental documents, certificates, reports, etc.

Monitors safety procedures and practices at underground storage tank removal and closures.

Responds to hazardous material and hazardous waste releases and discharges.

Inspects public food facilities, state small water systems and public pools and spas for compliance with state health laws and regulations; issues written reports identifying violations and compliance requirements.

Reviews quarterly monitoring reports of state small water systems for compliance with state regulations.

Reviews and approves plans for new state small water systems, septic systems, new and remodeled food facilities, and new and remodeled public pools and spas for compliance with state regulations.

Reviews applications, issues permits, collects fees and conducts field inspections related to hazardous materials waste treatment, underground storage tanks, well construction, destruction and repair and other projects under the department=s jurisdiction.

Conducts inspections of housing units to locate vermin, vectors, refuse, poor water quality and other health and safety concerns; follows up to assure compliance and/or refer cases to law enforcement agencies or legal entities.

Issues legal notices or abatement letters for violations of regulations; conducts follow up investigation and inspections.

Approves, processes and comments on various coastal permits, making sure coastal projects meet County requirements for water and septoses failing septic systems; with the assistance of senior staff, develops designs for on-site sewage disposal systems in repair situations; reviews mathematical calculations and performs field checks of soil reports and on-site sewage system designs for compliance with state and local laws and regulations; issues permits for construction; inspects construction for compliance with approved design.

Reviews and responds to hydrological reports, assuring compliance with guidelines.

Reviews hazardous materials business plans for completeness and compliance with applicable laws and regulations.

Follows state protocol to investigate cases of childhood lead poisoning and food borne illness, including: conducting investigation of lead sources; collecting samples; writing reports; working with parties to abate found hazards.

Prepares notifications of contaminated sites for press release.

Maintains and calibrates equipment and meters, including: scheduling maintenance; and taking inventory of supplies and

equipment.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Personal Computer and/or Terminal	Tape Measure	Clinometer
Soil and Water Sampling Equipment	Various Hand Tools	PH Meter
Digital Thermometers	Turbidimeter	Soil Auger
Combustible Gas Indicator	Gravel Rod	Eye Level
General Office Equipment	Light Reading Meter	Flashlight
Fluorescent Dye and Black Light	Powder Gun	Two Way Radio
Various Water Tests Kits	Engineer=s Ruler	Anemometer
Scum/Sludge Gauge	Audiovisual Equipment	

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree or equivalent from a four-year college or technical school in Environmental Health or related field; and,

Four to five years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Registered Environmental Health Specialist

Valid driver's license

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Administrative principles and practices, including goal setting and implementation.

Administration of staff and activities, either directly or through subordinate supervision.

Applicable state, federal and local ordinances, codes, laws, rules and regulations and legislative issues.

Basic principles of physical, biological, environmental and social science as related to public health and environmental quality control.

Methods and techniques of inspecting and making investigations of hazardous material handlers, facilities and criminal violations.

Microbiology, chemistry, geology, mathematics, statistical analysis, hydraulics, hydrology, science soil morphology and physics.

Sanitation provisions.

Vector control measures.

Proper food handling procedures.

Proper design and operation of pumps, piping, valves, filter and other equipment associated with pools and spas.

Nature, generation, use, treatment, storage, disposal, release and clean up of hazardous materials and waste.

Design and operation of fuel delivery stations.

Methods, means and technologies used in education.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Internal departmental policies and procedures.

External governmental bodies and agencies related to area of assignment.

All computer applications and hardware related to performance of the essential functions of the job.

Standard business arithmetic, including percentages and decimals.

Record keeping, report preparation, filing methods and records management techniques.

General office procedures, policies and practices, as well as knowledge of computer and other general office equipment.

**Skill in:**

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Developing fee schedules.

Assisting in budget development.

Designing and conducting education workshops, classes, etc.

Using tact, discretion, initiative and independent judgment within established guidelines.

Using a VDT to accurately and rapidly enter and retrieve data and information.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Operating and routine maintenance of general office machines such as copiers, facsimile machines, telephone systems, and two-way radio base stations.

**Mental and Physical Abilities:**

Ability to compile and evaluate data and make recommendations.

Ability to make presentations.

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Ability to interpret lab results and prepare clear reports.

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to establish and maintain effective working relationships with others.

Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.

Ability to deal with problems involving several variables in standardized situations.

While performing the essential functions of this job, the incumbent is regularly required to sit.

While performing the essential functions of this job, the incumbent is regularly required to use hands to finger, handle, or feel objects and reach with hands and arms.

While performing the essential functions of this job, the incumbent is regularly required to speak and hear.

While performing the essential functions of this job, the incumbent is regularly required to lift and/or move up to 10 to 20 pounds.

While performing the essential functions of this job, the incumbent is regularly required to ascend and descend ladders, stairs, ramps and the like using feet and legs or hands and arms and maintain body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery or erratically moving surfaces.

While performing the essential functions of this job, the incumbent is regularly required to use color, sound, texture, odor and shape perception and discrimination.

While performing the essential functions of this job, the incumbent is occasionally required to lift and/or move 20 to 50 pounds.

### **Working Conditions:**

While performing the essential functions of this position the employee is regularly exposed to possible injury from moving mechanical parts, electrical shock, explosions, fumes or airborne particles, toxic or caustic chemicals and outdoor atmospheric conditions.

Work is performed in a normal office environment and outdoors with exposure to outdoor temperatures, dirt and dust.

The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

file: envheamg.4040

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when

possible.