



## CLASS SPECIFICATION

Class Code: 60000615  
Date Established: 01/1980  
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Last Title Change: 08/2006  
FLSA: exempt  
Probation: 12 months

### ENVIRONMENTAL HEALTH SPECIALIST SUPERVISOR

#### **DEFINITION**

Under general direction, plans, organizes and supervises environmental health programs, inspection and enforcement functions performed by staff within an assigned program area; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A bachelor's degree from an accredited college or university with major course work (at least 30 semester hours or 45 quarter hours) in biology, physics, physical science, chemistry, chemical engineering, geology, earth science, environmental science, environmental health, sanitary engineering, environmental engineering, or allied health sciences OR equivalent combination of education and experience approved by the Nevada Board of Registered Environmental Health Specialists, AND four years of full-time experience performing a broad spectrum of environmental health or enforcement functions in a health department or industry including two years of experience leading or supervising an environmental management program.

#### **LICENSE OR CERTIFICATE**

Certificate of registration as an Environmental Health Specialist with the Nevada State Board of Environmental Health Specialist must be obtained within 30 days of appointment. Must maintain certificate of registration by completing yearly requirements as a condition of continued employment.

Certification in the State of Nevada as a General Commercial Restricted Use Pesticide Applicator in the categories of Mosquito and Public Health may be required if assigned to the Vector Control Program.

A valid driver's license is required at the time of appointment.

#### **DISTINGUISHING CHARACTERISTICS**

This classification exercises direct supervision over the Environmental Health Specialist series and provides direction to major functional areas within the Environmental Health Services division. In addition, this classification works closely with the Division Director on the development, evaluation, and implementation of environmental health programs, policies, and procedures.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over staff assigned to the Environmental Health Services Division.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Manage environmental health program(s) by planning, organizing and supervising control, inspection, surveillance and investigation activities performed by subordinate staff to ensure that regulations are adhered to and the public is served in a timely and efficient manner.

Supervise assigned professional and technical staff, which includes staff selection, providing training in proper work methods and techniques, assigning and reviewing work, conducting performance evaluations, coaching and development, and implementing discipline and conflict resolution procedures when necessary.

Make determinations for more complex complaints or concerns from team members or the community.

Oversee office and field operations for assigned program(s) including reviewing work methods and procedures; developing, recommending and evaluating revisions to program area(s), staffing levels, regulations, protocols and procedures to accommodate required regulatory changes for environmental health and ensure efficient operations.

Coordinate assigned services and activities with other programs, divisions, departments, and outside agencies/organizations to enhance the effectiveness of assigned area(s).

Maintain a variety of files and records (computerized and manual) related to control, inspection, surveillance, and investigation activities; prepare and/or supervise the preparation of statistical and operational reports that reflect program activities and accomplishments.

Recommend and implement methods for the control or eradication of specific environmental hazards or deficiencies to curtail the occurrence of conditions that adversely affect human health, safety, and comfort; recommend regulations and implement changes in division protocols and procedures.

Oversee the development of public and industrial education programs concerning environmental issues; make presentations to schools, businesses, and community groups; oversee the production of public information brochures and materials to create a better understanding of programs, services, policies and projects.

Prepare budget recommendations and justifications for assigned program(s), including staffing levels, expenditures for equipment, supplies and other needs to assist in the formation of an annual budget for the division/department. Monitor and approve expenditures to ensure compliance with appropriate regulations and to meet grant deliverables.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

Perform inspections and investigations of environmental complaints and conditions to determine the extent of compliance/non-compliance and the need for corrective/preventative action; ensure compliance with environmental standards and regulations by issuing warnings, citations, and quarantine orders; and issue or suspend operating permits or issue stop work orders to eliminate or reduce potential public health or environmental hazards.

Testify in court and before designated hearing boards regarding actions, involvement, observations, and information obtained as it relates to violations of environmental regulations.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

### **Knowledge of:**

State and local regulations governing compliance with environmental standards for health, safety, and comfort.

Health/safety violations and possible solutions specific to assigned program(s).

Departmental/divisional policies, practices, and procedures.

Countywide personnel policies such as, sexual harassment, discrimination, and EEO.

Operations, services, protocols, and activities of assigned program areas.

Management information systems and software used in the assigned area.

Jurisdictional, compliance, and enforcement issues related to environmental health regulations.

Budget development methods and techniques.

**Ability to:**

Plan, coordinate, and direct the operations of an environmental health program to accomplish established goals and objectives and optimize efficiency.

Select, supervise, and evaluate the performance of assigned staff.

Understand the organization and operation of the County, District Board of Health and outside agencies as necessary to assume assigned responsibilities.

Provide explanations and information, answer questions, and make recommendations for action in a manner that does not provoke or intimidate members of the public.

Recognize work methods and procedures that promote a safe working environment for employees and others and to train staff accordingly.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

**Knowledge of:**

Federal regulations governing compliance with environmental standards for health, safety, and comfort.

Principles and practices of effective supervision including leadership, motivation, development, team building, conflict resolution, employee training, performance evaluation, and discipline.

Principles and practices of public and environmental health.

Sampling and testing protocols, methods and techniques for environmental health and vector control data programs.

Conditions contributing to environmental health problems, including human disease/injury causation factors (human, animal, and plant) and accepted control measures.

Quantitative methods, scientific methodology, data collection and report preparation.

Instrumentation and equipment commonly used in environmental health programs.

**Ability to:**

Develop and evaluate work priorities, procedures, and processes to determine their effectiveness and efficiency.

Develop and implement recommendations regarding cost-effective services.

Use sampling and testing methods for environmental health data acquisition.

Observe and evaluate environmental deficiencies and hazards and recommend solutions.

Read, interpret, apply, and explain pertinent laws, statutes, codes, regulations, and standards, including administrative and departmental policies and procedures.

Communicate clearly and concisely, both orally and in writing.

Research, compile, tabulate, analyze and interpret data and information.

Operate a personal computer and use a variety of software.

Read blueprints and construction plans.

Write investigative reports and other documents.

Maintain files, records, data and information.

Establish and maintain effective working relationships with those encountered in the course of work.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Work is performed in a professional office environment and various indoor and outdoor offsite locations, including in inclement weather. Work may be required to be performed outside of traditional working hours and on weekends when necessary. Ability to lift and move objects weighing up to 50 lbs. Ability to operate testing equipment for environmental health and vector control. Ability to use standard office equipment including computers, copiers, telephones, and fax machines. Ability to work around machinery with moving parts and on slippery or uneven surfaces. Ability to tolerate exposure to physical hazards, infectious diseases, toxic substances and hazardous materials with the proper use of personal protective equipment (PPE). Position is considered “essential” in times of public health emergencies, natural disasters or during declared emergencies.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*