

GRADE: 20
DIVISION: ENVIRONMENTAL PUBLIC HEALTH
SALARY:

POSITION SUMMARY:

Reporting to the Executive Director and serving as an integral member of the senior leadership team, the Environmental Public Health Division Chief will be primarily responsible for the direction, operation, budget, development and implementation of policies and procedures that relate to the Environmental Health Division. Assists staff in the education and regulatory activities involved with food and institutional facilities, public bathing places, lodging, vector control, occupied housing, nuisance abatement and premise sanitation and water quality laboratory activities. Coordinates the Division's activities with federal, state, and local agencies, community and civic leaders.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

The following functions represent the majorities of the duties performed by the position, but are not meant to be all-inclusive or prevent other duties from being assigned when necessary.

ESSENTIAL JOB FUNCTIONS (96% of Time):

1. Directs and supervises the work of Environmental Public Health Division through the selection of approved staff, training, appraisal of employees and recommendation of associated personnel actions; defines individual and group responsibilities; determines priorities and deadlines; evaluates the quality and effectiveness of the division's work; initiates changes or corrections to programs or processes, when appropriate, to ensure the quality and consistency of services and efficient utilization of manpower; and evaluates staffing requirements and makes recommendations for increases or decreases to staff size.
2. Supervises the evaluation and development of the division's operations and the planning, implementation and coordination of programs with other departments, to ensure the needs of the public are addressed for environmental public health. This includes programs that control or prevent animal and insect carriers of disease, unsanitary institutional conditions, prevention of food borne illness, ensuring food safety, objectionable pollution, nuisances, refuse disposal, and the safety in public bathing facilities. . Provides assistance to water quality laboratory operations to ensure adherence to federal and state parameters and maintain certification status.
3. Develops, implements, and administers annual and long-range budgets and plans to ensure the sound, fiscal management of the unit and meeting the financial objective; approves the acquisition of materials and supplies for the division; provides direction and leadership in seeking new sources of funding for new and ongoing programs; and recommends and directs the conduct of time and cost studies for use in program evaluation, planning, and cost analysis.
4. Participates in the development of THD policies, procedures, protocols and programs; and serves as a member of committees, teams and task forces, as requested, to assist in the coordination of activities, the effective management of THD, and to contribute professional expertise.

5. Develops new or modified policies and procedures to enhance operational efficiency; interprets and communicates THD management decisions, policies and directives to personnel; and communicates staff needs and suggestions to senior management, as appropriate.
6. Reviews and prepares reports about activities, data analyses, costs, operations and forecasts to determine progress toward stated goals and objectives.
7. Initiates the development of ordinances, rules and regulations relating to environmental public health.
8. Directs the preparation of reports and the maintenance of records of environmental public health-related activities.
9. Represents the THD in the community through professional affiliations and participation in community groups.
10. Initiates surveys, investigations and studies of Environmental Public Health programs; and interprets and communicates the results to appropriate parties within and outside the THD.
11. Interprets and applies the results of bacteriological and chemical examination on water, food, milk and milk products to the program.
12. Completes required training in support of the duties and responsibilities of this position
13. Other duties as assigned including those required to fulfill activities in support of public health emergency operations.

QUALIFICATIONS/SPECIFICATIONS:

Education – Bachelor’s degree in public health, environmental engineering or environmental, chemical, physical or biological science required. Master’s degree is strongly preferred.

Experience – Seven to ten years of experience with an agency in the field of environmental health. Five years of which must have been with a public health agency. Three years of supervisory experience.

Knowledge/Skills:

- Knowledge of public administration, principles of management and effective supervision, personnel and fiscal management, agency policy, and local, state and federal regulations relevant to agency programs.
- Skills in analyzing complex situations and making responsible decisions; in directing the work of subordinates; and in communicating agency procedures and results in a clear and concise manner.
- Highly developed communications skills are required to present complex ideas orally and in writing to persons inside and outside the Department.

Licenses – Registered Environmental Health Specialist thru the National Environmental Health Association or Oklahoma State Department of Health, required.

INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:

- Regular internal contact with other members of senior management of the THD and other personnel in the day-to-day management of the organization, coordination of departmental activities, and development of financial/operational plans.
- Regular external contact with the management of federal, state, county and city boards, councils and agencies; i.e., Federal Drug Administration, Environmental Protection Agency, Oklahoma Agriculture Department, Oklahoma State Department, Oklahoma Department of Environmental Quality, Tulsa County Commissioners and Tulsa City Council. Develops and coordinates programs and standards and provides information and community consultation to agencies, hospitals, clinics and other health and environmental quality departments. Informs clubs and community organizations about THD programs through speeches and presentations.

PHYSICAL EFFORT:

This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. May be required to lift materials, boxes of records, and equipment weighing up to 10-30 pounds; stooping, bending, and squatting while retrieving files. Repetitive hand and arm movement related to computer and telephone operation. Reaching, grasping, talking, hearing, and visual acuity are required to effectively work in this role. Sitting for an extended period of time.

SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY:

Direct Supervision – Manager, Food Protection Services and Manager, Environmental Health Services

Indirect Supervision – Program leads, field supervisors; office staff, environmental specialists, water lab personnel and staff.

Budget/Money/Material – Direct accountability for the development and administration of the THD's Environmental Public Health budget.

Reports to – Executive Director, Tulsa Health Department

WORKING CONDITIONS:

The Majority of work is in a standard office environment. Occasionally, work may require participating in inspections and evaluating food establishments, housing, and properties. Environmental conditions will fluctuate as this can occur inside and outside. Individual may be exposed to extreme weather conditions such as heat (above 100 degrees) and cold (below 32 degrees). Individual will occasionally be exposed to chemical and safety hazards as well as stressful situations during inspections. Individual is exposed to atmospheric conditions such as fumes, odors, dust, etc.

SPECIAL REQUIREMENTS:

- Must maintain THD record confidentiality according to HIPAA regulations.
- Must possess ability and willingness to perform job-related travel and a valid driver's license.
- The Oklahoma State Department and THD require all applicants and incumbents at this level to be eligible for registration as a sanitarian-in-training. Registration shall be with the Department of Registration, Oklahoma State Department of Health, provided in 59 O.S., 1981, Section 907, which states in part:

“(a) any person who on or before January 1, 1976, submits under oath evidence satisfactory to the Department that he has been a resident of the State of Oklahoma for

at least one (1) year immediately preceding the date of application, and that he was employed in the field of sanitation on the effective date of this Act (May 27, 1975), may be registered as a professional sanitarian; (b) any person... who after the effect date of the Act... who shall have a B.S. degree, an Environmental Science Degree or equivalent from an accredited college or university with at least thirty (30) semester hours work in physical natural and biological sciences, public health and/or environmental health, together with such other qualifications as may be established by the Department..."