

GRADE: 15
DIVISION: ENVIRONMENTAL PUBLIC HEALTH - Environmental Health Services

POSITION SUMMARY:

Primarily responsible for defining the scope, planning specific activities and supervising personnel in the implementation of health department programs regarding *existing structures*, nuisance abatement, general complaints, lead, asbestos, *vector control and abatement*, *air quality*, *West Nile Virus Surveillance Program* and the public health laboratory. The Manager is involved in the development and implementation of policies and procedures, with oversight from Division Chief, to be used by the Environmental Health Services (EHS) staff and coordinates the division's activities with other federal, state or local agencies.

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 (95% of Time):

1. Supervises the EHS program 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 program's work; recommends changes or corrections to programs or processes, when appropriate, to ensure quality and consistency of environmental quality services and efficient utilization of manpower; evaluates staffing requirements and makes recommendations to increase or decrease staff size.
2. Supervises evaluation and development of program operations and planning, implementation and coordination of EHS programs with other divisions to ensure that the needs of the public are addressed.
3. Prepares recommendations for the annual budget for supervised programs and assists in monitoring expenditures against the budget during the year. Seeks new sources of funding for new and ongoing programs; recommends cost studies for use in program evaluation, planning and cost analysis.
4. Participates in the development of THD protocols and programs; serves as a member of committees, teams, and task forces, as requested, to assist in the coordination of activities, for effective management of THD and to contribute professional expertise.
5. Recommends new or modified policies and procedures, with Division Chief oversight, to enhance operational efficiency; interprets and communicates THD management decisions, policies and directives to personnel; 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 development of ordinances, rules and regulations relating to EHS programs.
8. Directs preparation of reports and maintenance of records of EHS related activities.
9. Completes required training in support of the duties and responsibilities of this position.
10. Other duties as assigned including those required to fulfill activities in support of public health emergency operations.

SECONDARY JOB FUNCTIONS (5% of Time):

1. Initiates surveys, investigations and studies of EHS concerns and interprets results to appropriate parties within and outside the THD.
2. Provides advice regarding environmental health services to individuals and officials.
3. Interprets and applies results of applicable program bacteriological and chemical examinations programs.
4. Represents the THD in the community through professional affiliations and participation in community groups.

QUALIFICATIONS/SPECIFICATIONS:

Education: Bachelor degree with a minimum of thirty (30) hours in science required, and eligible to be a registered professional sanitarian or environmental specialist with the State of Oklahoma. Master's in environmental science, public health, engineering, chemical, physical, or biological science, or similar degree is preferred.

Experience: Five years' experience with a public health agency, preferably in the field of Environmental Health. Three years of experience in a supervisory or coordinator position is preferred

Skills: Good interpersonal and communication skills required in dealing with the public and with community groups and agencies; skills to express ideas clearly and concisely, orally and in writing. Proficient in use of computer and Microsoft Office applications.

Licenses: Registered as a Professional Sanitarian or Professional Environmental Specialist with the Sanitarian Advisory Council, Oklahoma State Department of Health.

INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:

- Regular internal contact with other members of senior management 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 management of federal, state, county and city boards, councils and agencies; i.e., Oklahoma Department of Environmental Quality, Oklahoma State Department of Health, county commissioners, city council, mayors and various elected officials.
- External contact to develop and coordinate programs and standards, and to provide information and consultation to community agencies and other health and environmental quality departments.
- External contact with clubs, organizations, medical staff of hospitals and clinics about THD programs through speeches, presentations, and news media interviews.
- External contact with municipality building, mechanical, plumbing, and electrical department heads, fire department officials, and other city agencies.

PHYSICAL EFFORT: No unusual physical effort.

SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY:

Direct Supervision – Directly supervises coordinators and supervisors.

Indirect Supervision –Environmental specialists, laboratory staff, and clerical support personnel.

Budget/Money/Material – Makes recommendations and works in conjunction with Division Chief for development and administration of Environmental Health Services budget.

Reports to – Division Chief, Environmental Public Health

WORKING CONDITIONS: Occasional exposure to hazards in making facility and building inspections; occasional exposure to insecticides/pesticides/chemicals during vector spraying. Subject to dealing with dilapidated structures, dog bites, stinging insect bites, and noxious weeds such as poison ivy and poison oak. Dealing with unpredictable, aggressive citizens during resolution of complaints may cause stressful conditions.

SPECIAL REQUIREMENTS:

- Must maintain THD record confidentiality according to HIPAA regulations.
- Must possess ability and willingness to perform job-related travel.
- The Oklahoma State Department of Health and the Tulsa City-County Health Department will 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 effective date of this 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...”.

FLSA Status: Exempt