



Public Health Department Sample Job Description

Environmental Health Supervisor

Position Summary:

The Environmental Health Supervisor is responsible for ensuring a healthy environment for residents by preventing, mitigating, and containing environmental health hazards. The Environmental Health Supervisor ensures that entities and individuals comply with environmental health related laws, regulations, ordinances, and codes.

Environmental Health Supervisors work in a variety of settings and may work with any of the programs set forth in the local health code, for example: food safety at retail food facilities, housing and institutions, water, wells, nuisances, sewage and liquid waste, nuisances, environmental school health, public bathing places, control of vectors, mass gatherings, and regulated establishments.

Essential Duties:

- Contributes to the development of department policies, procedures and protocols, schedules, and operational strategies for preventing, mitigating, and containing environmental health hazards.
- Ensures adherence to protocols for enforcement, inspections, and corrective action.
- Ensures uniformity in interpretation and application of the health code by:
 - Providing guidance to staff on the interpretation of the local code,
 - Providing guidance concerning the provision of technical assistance to regulated entities,
 - Conducting field observations of staff inspections and audits,
 - Reviewing and analyzing staff inspection/audit reports, and
 - Initiating correction actions when necessary.
- Considers social determinants of health and health inequities in containment and mitigation strategies.
- Ensures adherence to protocols concerning 24/7 access to resources for emergent or escalating environmental health hazards.
- Ensures adherence to protocols/algorithms for scheduled inspections of regulated entities.
- Maintains a log of inspection reports that includes at a minimum, the date of the inspection, findings, the planned dates of future inspections, and the actions taken based on the findings.
- Participates in meetings, hearings, or other official communications with regulated entities regarding compliance plans.
- Assesses enforcement programs' patterns or trends of complaints, enforcement activities, and compliance issues and identify opportunities to increase compliance.
- Develops or recommends education programs for regulated entities or individuals concerning their responsibilities for compliance with local and state public health and environmental codes, regulations, and laws.
- Ensures the delivery of effective health education and technical assistance to regulated entities and individuals.
- Assists in the development and implementation of protocols for complaint investigation and follow-up.
- Supervises investigations of complaints regarding environmental health hazards.
- Ensures coordinated, uniform responses to public complaints and inquiries on environmental health matters.
- Provides or ensures the provision of staff training concerning the provisions, requirements, and application of environmental health laws.

- Assists in the development and implementation of communication protocol for notifying the public of actions they need to take or not take based on enforcement activities.
- Ensures that communications with the public consider cultural humility, literacy, and other communication considerations.
- Assists in the development and implementation of communication protocol for notifying other agencies of enforcement actions.
- Participates in response teams to prevent, minimize, and contain adverse environmental health events and conditions.
- Performs related work as required.

The above statements reflect the general duties considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

Core Competencies for Public Health Professionals:

The Core Competencies for Public Health Professionals contain 56 competency statements that apply across the public health workforce for all those engaged in the practice of public health. All of the Core Competencies are vital for the effective provision of public health activities. While the person in this position may be called on to demonstrate other Core Competencies, below is a list of the most essential for this position.

- 1.1. Describes factors that affect the health of a community.
- 1.4. Analyzes quantitative and qualitative data.
- 1.5. Manages quantitative and qualitative data.
- 1.6. Uses quantitative and qualitative data.
- 2.1. Develops policies, programs, and services.
- 2.2. Implements policies, programs, and services.
- 2.3. Evaluates policies, programs, services, and organizational performance.
- 2.4. Improves policies, programs, services, and organizational performance.
- 2.5. Influences policies, programs, and services external to the organization.
- 2.6. Engages in organizational strategic planning.
- 3.2. Communicates with internal and external audiences.
- 4.3. Recognizes the diversity of individuals and populations.
- 4.4. Reduces systemic and structural barriers that perpetuate health inequities.
- 4.5. Implements organizational policies, programs, and services to achieve health equity and social and environmental justice.
- 4.7. Advocates for health equity and social and environmental justice.
- 6.1. Describes systems, policies, and events impacting public health.
- 6.3. Uses evidence in developing, implementing, evaluating, and improving policies, programs, and services.
- 6.4. Contributes to the evidence base for improving health.
- 7.8. Manages programs and services.
- 7.9. Engages in contingency planning.
- 7.10. Applies critical thinking in decision making.
- 7.11. Engages individuals and teams to achieve program and organizational goals.
- 7.13. Engages in performance management.
- 8.5. Responds to emerging needs.

Qualifications:

- Bachelor's degree in environmental health, biology, natural science, chemical science, or physical science.
- Two years of supervisory/managerial experience.
- Two years' professional experience in the following areas preferred:
 - Conducting on-site inspections to assess potential public health risks;
 - Enforcing compliance with laws, rules, regulations, standards, policies and procedures; and
 - Narrative report writing.

Required Knowledge, Skills, and Abilities:

- Knowledge of environmental public health principles.
- Knowledge of principles and practices of public health code enforcement.
- Knowledge of Federal, state, and local environmental regulations that are applicable to a local environmental public health.
- Knowledge of code enforcement techniques and evidence gathering.
- Knowledge of regulatory and technical monitoring and investigation methods.
- Project and time management skills to ensure the implementation of protocols and algorithms of inspections.
- Communication and education skills to inform regulated entities of responsibilities for compliance.
- Oral and written communication skills.
- Relationship-building skills
- Organizational and time management skills.
- Management skills for teams of environmental public health professionals.
- Ability to provide guidance, support, and constructive feedback to staff.
- Ability to effectively delegate, monitor staff workload, ensure staff understand their duties and tasks, and adjust as needed.
- Ability to interact appropriately and effectively with a wide range of persons.
- Ability to maintain and handle confidential information.
- Ability to follow protocol, procedures, and established guidelines.
- Ability to adapt to changing circumstances and needs.
- Ability to manage a demanding and changing workload.
- Demonstrates a strong work ethic.

Physical Demands:

- Alternating between standing and sitting.
- Crawling.
- Crouching/stooping.
- Driving.
- Fine motor manipulation.
- Gross motor manipulation.
- Hearing.
- Keyboarding
- Kneeling.
- Near visual acuity.
- Sitting.
- Speaking.
- Walking or standing.

The Health Department is an equal opportunity employer.

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