



Employment Opportunity

Kittitas County, Washington

POSTED: 12/3/2018

CLOSES: 12/28/2018

ENVIRONMENTAL HEALTH SUPERVISOR

The current vacancy in Public Health is a full-time, benefited, non-union, exempt position expected to begin as soon as possible. The Environmental Health Supervisor is responsible for the oversight of Environmental Health staff and programs within the department. Anyone who meets the qualifications stated below may apply. This position will close on 12/28/2018.

SALARY RANGE: \$4,993- \$6,719 per month.

ESSENTIAL FUNCTIONS

Management and oversight of the Environmental Health (EH) division programs and staff.

- Meet regularly with the KCPHD management team and provide support and leadership to departmental planning, budgeting, problem-solving and quality improvement.
- Provide management and oversight of the EH budget, especially grants.
- Assist with the development of fees for services in a cost recovery model.
- Provide leadership to EH staff in the development of goals, objectives, performance measures, and quality improvement strategies for all EH programs.
- Conduct regular EH staff meetings and keep EH staff updated on departmental and regulatory issues.
- Participate in the hiring and termination processes within the division.
- Monitor and track staff workload demands and make recommendations when adjustments are needed.
- Evaluate effectiveness of programs including completion of program audits.
- Evaluate staff performance, resolve departmental and external conflicts and technical issues related to the functioning of the department and staff job responsibilities.
- Ensure staff accomplishes legal and policy goals and are operating within the boundaries of the appropriate regulations within their programs.
- Provide leadership with the development and implementation of Environmental Health program policies and standard operating procedures for all EH programs including enforcement protocols.
- Draft appropriate documents for the Board of Health and Board of County Commissioners.
- Interact with the Board of Health and Board of County Commissioners including email, phone and presentations at meetings and agenda sessions as directed by the Administrator.
- Develop a thorough understanding of the local and state regulations relative to each environmental health program.
- Review and approve staff-related actions which are alternatives to standard operating procedures.
- Review staff actions for technical accuracy/consistency with goals.
- Develop and manage the Environmental Health section of the Public Health Department website.
- Ensure a technically competent workforce including maintenance of required program specific staff certifications and training.
- Represent the agency at state and local meetings as needed.

Kittitas County is an Equal Opportunity Employer

Human Resources • Kittitas County Courthouse • 205 West 5th Ave Suite 107 • Ellensburg, WA 98926
(509) 962-7082 • FAX (509) 962-7083 • hr@co.kittitas.wa.us • www.co.kittitas.wa.us

- Through direction from the Administrator and Board of Health, develop agency positions on issues, collaborate to determine the response of the agency to any policy or procedural matter at the state or local level, and draft agency responses to local EH issues and statewide EH proposals.
- Provide feedback to local and statewide groups of environmentally sound policies, actions, and positions.
- Be able to serve as back up and provide staff support for program activities.
- Be able to participate in program-level work as needed.
- Participate in the management of environmental health-related emergencies.

OTHER FUNCTIONS

- Assist the Public Health Department as needed in the event of other public health emergencies (i.e., food borne illness outbreak, bioterrorism event, etc.).

This job description is a summary of the primary functions and expectations for this position. Additional department- related duties may be assigned as required.

MINIMUM QUALIFICATIONS

- High school diploma or GED equivalent.
- Bachelor of Science degree in Environmental Health, Public Health, or closely related field; **OR** at least three (3) years of previous work experience in Public Health or another governmental agency regulating environmental health.
- Previous experience supervising others.
- Valid Washington state driver's license.
- A criminal history and background check will be performed on qualified candidates. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Maintain confidentiality and work independently.
- Maintain accurate records and prepare concise written reports.
- Locate, read, interpret, and enforce county, state and federal regulations and interact with multiple public agencies in this process.
- Communicate clearly in verbal and written format, including public presentations.
- Utilize computers with proficiency, including Microsoft Office programs, and learn programs specific to the department and/or County quickly.
- Understand, develop, present and work within a budget.
- Provide strong leadership and supervisory guidance; manage conflict in an efficient, professional manner.
- Maintain courteous and cooperative working relationships with County and other government officials, County employees and the public.

PREFERRED QUALIFICATIONS

- Previous experience in a management or supervisory position.
- Master of Science degree.
- Experience with governmental budgeting.

WORKING CONDITIONS

Work is typically performed in an office environment but will include other indoor and outdoor worksites. Duties require sustained posture in a seated position and prolonged periods of computer operation; use of standard office equipment; strength to lift, pull, push and/or carry up to 25 pounds; vision to read printed materials and a computer screen, and hearing and speech to clearly communicate clearly in person or over the telephone. Outdoor environments may include exposure to inclement weather such as temperature extremes and windy/dusty conditions; must have the ability to traverse a variety of walking surfaces as needed, including stairs and uneven, rugged, or slippery terrain. Safety rules/regulations must be adhered to at all times, including proper lifting/carrying techniques and use of PPE when required.

This position requires frequent local travel to various worksites and occasional travel outside the county and out-of-state. Regular attendance and punctuality are required and expected Monday – Friday from 8:00 AM to 5:00 PM; however, exempt/management positions are expected to work the number of hours required to complete the duties of the position.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS

Applicants must apply online using the electronic recruitment portal. The following items are required:

1. Kittitas County Employment Application
2. Resume
3. Letter of Interest
4. Three Professional References and Three Personal References
5. Supplemental Exam Answers

SUPPLEMENTAL EXAM QUESTIONS

1. Please describe how you meet the following minimum qualifications for this position: Bachelor of Science degree in Environmental Health, Public Health or closely related field; OR at least three (3) years of previous work experience in an environmental health position in Public Health or governmental agency.
2. What are your career goals and how does this position align with those goals?
3. In addition to your experience, education and training, what makes you the right candidate for this position?
4. Please describe your experience or knowledge in the following program areas:
 - Drinking Water (ensuring clean and adequate water supplies)
 - Water Resources (ensuring legal access to water)
 - Solid Waste (permitting facilities and enforcing regulations)
 - On-Site Septic (permitting and enforcement)
 - Food Safety (permitting, inspections)
 - Vector Borne Diseases (monitoring, testing, prevention)
 - Water Recreation (pool and spa permitting and inspection)
 - Schools (safety and inspections)
 - Camps and Parks (permitting and inspections)