

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: NOVEMBER 26, 2014**  
**CLOSING DATE: DECEMBER 23, 2014**

**DEPARTMENT:** Health & Emergency Services

**POSITION:** Environmental Health Manager

**LOCATION:** Globe/Payson

**JOB CODE:** 14-085

**ANNUAL SALARY:** \$46,597.00-\$55,917.00 DOE

### PURPOSE OF THE JOB

The purpose of this position is to promote individual and population health by providing the essential services of public health within a variety of settings. Responsibilities include community health education, health promotion activities, and ensuring compliance with a broad range of current health and environmental codes.

The Environmental Health Manager is responsible for developing and maintaining applicable policies and procedures; identifying health and environmental hazards; coordinating multi-faceted health or environmental projects and providing technical assistance and information requiring a broad-base knowledge of health and/or environmental principles.

### SUPERVISORY RESPONSIBILITIES

Assigns work to other employees and supervises related activities.

Provides recommendations on employee training; promotions; salary increases; employee disciplinary actions; and on discharging employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Develop Environmental policies and forms.	30%
• Investigates health problems and environmental health hazards, including public complaints and inquires on environmental or health matters.	15%
• Participates in program development, implementation, coordination and support; may facilitate multidisciplinary and/or interagency teams.	10%
• Provides information, interpretation, technical assistance and regulatory compliance advice to industry, the public, and other agencies for environmental codes, regulations and policies.	10%
• Coordinates/facilitates public health activities with higher level environmental investigators, agencies and jurisdictions.	15%
• Conducts routine/required inspections or audits of restaurant's, pools, spas, and temporary food establishments to ensure compliance with current environmental codes, regulations and policies and provide technical and educational assistance.	10%
• Creates, maintains, updates and uses computerized data management systems.	10%
• Performs other duties as assigned.	

### BUDGET RESPONSIBILITIES

Provides research support on Department level budget preparation. Reviews, edits, and provides recommendations on matters involving project level budget and team or task budget.

### PROJECT RESPONSIBILITIES

Provides project resource allocation based on pre-approved resources, on matters involving organizational planning projects; organizational development; quality assurance projects; technology; employee training & development projects.

### ORAL COMMUNICATION DUTIES

This position trains colleagues explains County procedures and responds to public inquiries; speaks with the media; negotiates and persuades; conducts meetings or lead groups.

### WRITTEN COMMUNICATION DUTIES

This position creates or edits documents procedures on a monthly basis; formal letters; emails; press releases on a monthly basis; and proposals, grants, and reports on a monthly basis.

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## **INTERACTIONS SPECIFICALLY WITH CUSTOMERS**

Regularly (More than 55% but less than 70% in a year)

## **MINIMUM EDUCATION REQUIRED**

Bachelor's Degree in Environmental Health or Public Health Administration or related field.

## **MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED**

Five (5) years directly related experience; or equivalent combination of education, training and experience.

## **PROFESSIONAL CREDENTIALS REQUIRED/PREFERRED**

National Incident Management System (NIMS)/Incident Command System (ICS) 100 certification, Arizona Licensure as a Registered Sanitarian, National Incident Management System (NIMS)/Incident Command System (ICS) 300 certification.

## **KNOWLEDGE REQUIRED**

Food production, hazardous materials (handling & disposal), public safety regulations, public health management, environmental health sciences.

## **SKILLS REQUIRED**

Analytical thinking, analytical writing, customer service, analyzing training needs, developing training strategies, problem solving, analyzing operations, quality control analysis.

## **ABILITIES REQUIRED**

Solve problems with inductive reasoning, categorize and group data, make sense of multiple information, maintain mental response and quickness, read and write at professional level.

## **PHYSICAL DEMANDS**

- Occasionally stands to present routinely stands to attend to customers.
- Regularly sits to complete report; rarely sits to operate special equipment; regularly sits to complete a program; rarely sits to attend to reception areas; rarely sits to perform watchmen duties; occasionally sits to attend to other duties.
- May be required to lift work related materials, equipment, tools, and/or gears up to 75 lbs.
- Rarely requires dexterity for peacekeeping tools; constantly requires dexterity for keyboard operation; rarely for special gadgets; and rarely for special machines.
- Incumbents in this position may be required to walk to and from work sites; bend; stoop; crawl; kneel and twist.

## **WORK ENVIRONMENT**

This position constantly spends time in office environment and in field when conducting health inspections; spends time in lobby environment; spends time in classroom(s); and routinely spends time in outdoor areas.

## **SAFETY RISK EXPOSURE**

Incumbents in this position may become exposed to telephone verbal abuse by customers, patients, or citizens; individuals with high level of emotional distress; physical danger; mechanical hazards; chemical hazards; electrical hazards; bloodborne pathogens; communicable diseases; fire hazards; respiratory hazards; and extreme temperature.

## **PROTECTIVE GEAR & SAFETY MANUALS**

This position is required to constantly follow written safety procedures and manuals relevant to the division or department. Regularly requires the utilization of biosafety gear; and occasionally requires eye protection devices.

## **CONSEQUENCES OF ERROR**

Potential errors can result in property damage, individual injury, or loss of life.

**NOTICE:** APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.