

Civil Division: Oneida County Government  
Jurisdictional Class: Competitive  
EEO Category: Officials/Administrators  
Revised: 02/09/10

## **ENVIRONMENTAL HEALTH DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this class is responsible for supervising, directing, planning and administering the work of an environmental unit in applying the principles needed for managing the environmental factors that influence health. The incumbent's responsibilities also include directing Department policy, with regard to Environmental Division activities. The work is performed under the general supervision of the Director of Public Health, in accordance with established policies and procedures. Supervision is exercised over Environmental Division staff. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Assists the Public Health Director in planning, organizing and directing a local public health program, including the identification, influence and treatment of disease and disease trends throughout the County;

Acts on behalf of the Public Health Director in his or her absence and assumes all administrative, operating and reporting functions normally performed by the Public Health Director;

Directs environmental health programs concerned with the education and inspection of food service establishments, private and public water supplies, private sewage disposal, housing hygiene/property maintenance, bathing beaches and swimming pools, children's camps, campgrounds, mobile home parks and temporary residence to ensure compliance with State and local Sanitary Codes;

Directs the review of plans for realty subdivisions;

Directs the investigation of residences and the dissemination of health education pertaining to childhood lead poisoning prevention;

Directs the conduct of Environmental Health assessments;

Directs the conduct of pollution studies and soil percolation tests;

Directs investigations of facility operators and prepares reports, recommendations and deficiencies;

Testifies at code enforcement hearings;

Serves as consultant to local jurisdictions involving discussions, instructions and demonstrations;

Proposes local regulations to provide conformity with the State Sanitary Codes and confers with local officials regarding their impact;

Arranges inspection schedules and distributes work assignments to Environmental staff;

Oversees training and supervision of Environmental staff;

Reviews inspection activities and reports for problems, deficiencies and completeness;

Conducts office and field conferences concerning environmental problems and issues;

Conducts code enforcement pre-hearing proceedings.

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Comprehensive knowledge of environmental health principles, sanitation laws, regulations and modern inspection methods; ability to inspect for, and detect, evaluate and abate environmental health problems and hazards; ability to develop and maintain good public relations; ability to secure the interest and cooperation of public officials, civic groups and the general public in environmental sanitation inspection activities; ability to plan and supervise the work of staff; ability to communicate effectively both orally and in writing; good professional judgment.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's Degree in engineering **AND** five (5) years of full time administrative or supervisory experience in the field of public health;  
**OR**
- (B) Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's Degree which includes thirty (30) credit hours in the physical and biological sciences, five (5) years of full time administrative or supervisory experience in the field of public health.

**NOTE:** A Master's Degree in public health, engineering or a closely related field will be accepted in lieu of one (1) year of required experience.

**NOTE:** A Doctoral Degree in public health, engineering or a closely related field will be accepted in lieu of two (2) years of required experience.

Adopted: 03/29/74  
Revised: 10/03/97, 12/11/06, 02/09/10