

## **ASSISTANT DIRECTOR OF ENVIRONMENTAL HEALTH SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** As an Assistant Environmental Health Director in a municipal public health department, provides services of a professional environmental health nature involving responsibilities of a high order in relation to assisting the Director with planning, directing and supervising the environmental health programs. The work entails furnishing advice and guidance to local officials and the general public in regard to environmental health problems and the measures necessary for improvements and compliance with legal requirements; in providing leadership in promotion of public health through application of environmental health practices; enforcement of the provisions of the Public Health Law and local and state Sanitary Codes in relation to environmental health matters. Directly supervises engineering program staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Assists the Director in educational and regulatory activities pertaining to the program;
- Prepares budget for and evaluates environmental health programs;
- Represents the Department of Health on all matters and problems related to environmental health;
- Assists in supervision of enforcement of local and state Public Health Laws and Sanitary codes relating to air pollution, public water supplies, sewage and waste disposal, operation of water and sewage treatment plants, swimming pools and bathing beaches, camps, hotels, lodging and boarding houses, restaurants and public eating places, plants, stream pollution, realty subdivisions, qualifications of water and sewage treatment plant operators, public health nuisances and related matters; tobacco control;
- Assists in coordination of environmental health investigations of outbreaks of disease;
- Administers and provides oversight of activities carried on in relation to control food, promotion of improved housing and plumbing to meet public health standards, and insect and rodent control;
- Assists in directing programs for training of water plant operators, environmental health personnel, food handlers, restaurant proprietors, camp owners and other classes of operating personnel;
- Advises relative to sanitary land fill problems and operations;
- Maintains relationships and cooperates with local, state and federal agencies whose work or policies affect the public health programs;
- Prepares technical reports including recommendations;
- Coordinates the formulation of public health engineering and environmental health policies.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Comprehensive knowledge of the principles, techniques, practices and administration of public health engineering and environmental health programs as related to air pollution, water supplies and purification, sewerage and sewage disposal, stream pollution, sanitary control of foods, sanitary control of restaurants and public eating places, smoke abatement, sanitary control of camps, hotels, lodging houses, boarding houses, swimming pools, bathing beaches, schools and other places, insect and rodent control, housing, public health nuisances and general sanitation;
- Thorough knowledge of provisions of Public Health Law and State Sanitary Code related to above subjects;
- Ability to plan, develop, direct and administer public health engineering and environmental health programs and to project and integrate these into the departmental program;
- Ability to prepare technical reports and correspondence;
- Initiative and resourcefulness in solving difficult environmental health problems;
- Ability to deal with public and other officials;
- Ability to develop and maintain good public relations;
- Professional judgment;
- Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

- A Bachelor's degree from a regionally accredited or New York State registered college or university in sanitary, environmental, chemical, civil, or public health engineering or a related engineering field; **or** a bachelor's degree from a regionally accredited or New York State registered college or university with thirty (30) credit hours in the natural sciences, of which not more than twelve (12) credit hours may be in the applied sciences; **AND**,
- The candidate shall possess one year of administrative and supervisory experience as a supervising engineer or supervising sanitarian, **or** three years of environmental health experience\*, including one year of supervisory responsibility that demonstrates that the candidate has the technical and administrative skills necessary to manage programs that can anticipate, recognize and respond to environmental health challenges.

### **NOTE:**

\*A Master's degree in public or environmental health or a related field that demonstrates the five core competencies of a public health education (Biostatistics, Environmental Health Services, Epidemiology, Health Policy and Management and Social and Behavior Sciences) may be substituted for up to one year of the required environmental health experience.