



Office of Human Resources
Environmental Public Health Manager - CE2271
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General Statement of Duties

This is supervisory level professional environmental/public health scientific and operational work in a multidisciplinary setting requiring independent integration of the principles of the natural and social sciences with law, business, Information Technology, and engineering to supervise staff who evaluate and implement environmental/public health projects or programs for environmental/public health protection, permitting, compliance, recovery, remediation, reclamation or removal.

Distinguishing Characteristics

The Environmental/Public Health Manager class is assigned first level supervisory duties over professional level staff performing full performance investigations, compliance and analytical work and/or projects/program management requiring the application of multidisciplinary scientific principles and multi year, large scale complex programs and projects. This position is distinguished from the Director position in the department of Environmental Health based on the scope and level of overall management responsibility. It is distinguished from the Environmental/Public Health Program Supervisor position, which generally has supervisory responsibility for Environmental/Public Health Investigator and Analyst I classes.

Level of Supervision Exercised

Supervises two or more professional level environmental/public health employees at the Environmental Public Health Analyst II level or above.

Essential Duties

Supervises investigators, analysts, program administrators, program managers and other technical and non-technical personnel in environmental/public health protection project management.

Plans, schedules, coordinates, and assigns work and establishes goals and priorities for subordinate employees.

Coordinates City-wide environmental/public health projects that encompass legal, technical, financial and land use planning aspects of environmental/public health management.

Reviews departmental contracts and agreements.

Directs short and long term planning for the work unit, including developing and analyzing programs and projects.

Resolves operational and unforeseen procedural problems and addresses other concerns as directed or necessary.

Initiates and recommends disciplinary action for employees as necessary.

Delegates responsibility and authority to subordinate staff.

Assists in the development of departmental budgets.

Implements and interprets policies and procedures developed by higher level managers or supervisors. Assists in developing, recommending and coordinating the implementation of new procedures for the assigned functions or unit.

Develops and implements staff training and development plans to provide cross training of employees, specific job related training, and other approaches to provide opportunities for staff flexibility and development.

Develops the performance evaluation program for functions within the unit, monitors and documents employee performance, provides ongoing feedback regarding levels of performance, and formally evaluates employees in relation to performance.

Actively participate on the Department's emergency preparedness and response team(s) to support meeting the Department's public health and environmental responsibilities outlined in the City's Emergency Operations Plan.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Deciding and Initiating Action - Takes responsibility for actions, projects and people; makes quick, clear decisions which may include tough choices, after considering risks.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Written Communication - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of the principles and theories of the social, physical and biological sciences sufficient to be able to investigate, monitor and protect public health and the environment.

Knowledge of federal, state and local public health and environmental/public health laws and regulations sufficient to be able to apply them to protect public health and the environment.

Knowledge of budgeting principles and practices sufficient to be able to assume budgetary responsibilities as required.

Knowledge of analysis and research methods and techniques sufficient to be able to determine what information is required, gather and analyze desired information, and input data into reports or databases.

Skill in interpreting, adapting and applying appropriate written guidelines, precedents and standardized work practices to a variety of problematic and unprecedented situations.

Skill in analyzing complex problems and determining justification in accordance with theories and practices of the specialized area.

Skill in exercising initiative, judgment and decision making in solving problems and meeting the objectives of the unit or project.

Education Requirement

Bachelor's Degree in Public Health, Environmental Health, Nursing, Early Child Development, Engineering or one more of the applied sciences as required by the specific opening.

Experience Requirement

Three (3) years of full performance level professional OR supervisory experience in environmental/public health project/program management with major projects/programs and enforcement.

Education & Experience Equivalency

Two (2) years of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Pressure due to multiple calls and inquiries.
Subject to many interruptions.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.

Talking: expressing or exchanging ideas by means of spoken words.

Near Acuity: ability to see clearly at 20 inches or less.

Oral Comprehension

Written Comprehension

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check

Education Check

Employment Verification

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: E-817

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: