



Office of Human Resources
Environmental Public Health Program Supervisor - CE2270

THIS IS A PUBLIC DOCUMENT

General Statement of Duties

Performs first-line supervisory responsibilities over the Environmental Public Health Analyst I positions who perform entry-level Environmental Public Health (EPH) analytical work and the Environmental Public Health Investigator class series who perform EPH inspection/investigation work.

Distinguishing Characteristics

The EPH Program Supervisor class is distinguished from the EPH Program Administrator class series, which administers, implements, and develops EPH programs/projects in a multi-disciplinary setting, requiring independently integration of the principles of sciences with law, business, information technology and engineering in EPH projects/programs for protection, planning, permitting, compliance, recovery, remediation, reclamation or removal purposes and do not have a full-time supervisory responsibilities. This class is also distinguished from the EPH Manager class, which supervises EPH Analyst II, EPH Program Administrator, and Senior EPH Program Administrator.

Level of Supervision Exercised

Supervises two or more professional level EPH staff who does not supervise.

Essential Duties

Supervises the work of investigators, entry level analysts and support staff involved in the inspection and regulation of a variety of public and private facilities.

Delegates authority to develop staff.

Plans, schedules, coordinates and assigns work and establishes goals and priorities for subordinate employees. Reviews work upon completion for adherence to guidelines and standards.

Resolves problems encountered by employees during the course of the assignment.

Initiates and recommends disciplinary action for employees as necessary.

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

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 goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Provides technical assistance regarding the correction of violations of the Revised Municipal Code. Consults with community groups, citizens and various city and state agencies.

Reviews "problem inspections" of establishments and ensures compliance with municipal ordinances, laws, regulations and contracts.

Assists in the development of departmental budgets.

Prepares for litigation against code violators.

Interprets and evaluates code requirements to issue official notices to property owners.

By position, manages and directs medium to large-scale, multi-year projects/programs.

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

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 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 conducting investigations to systematically identify and correct the causes of public health or environmental/public health problems.

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

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 applied sciences as required by the specific opening.

Experience Requirement

Three (3) years of experience performing Environmental/Public Health analytical work, conducting scientific research, operations analysis, and assisting on technical projects for purposes of Environmental/Public Health protection, and regulatory compliance.

OR

Three (3) years of experience conducting environmental/public health inspections, investigations or environmental/public health management activities.

Education & Experience Equivalency

One (1) year 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

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.):

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm or shoulder.

Handling: seizing, holding, grasping or otherwise working with hand(s).

Fingering: picking, pinching or otherwise working with fingers.

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

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

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

Professional Supervisor

Probation Period

Six (6) months.

Class Detail

Pay Grade: E-814
FLSA Code: Y
Established Date: 9/21/2018
Established By: LS
Revised Date:
Revised By:
Class History: