Position Title: Environmental Health Manager                     Date: February 17, 1997
Reports to: Director                                        Department: Health & Community Services
FLSA Status: Exempt
Positions Supervised: Environmental Health Specialists (3) and Environmental Health Technician (1)

BASIC FUNCTION: Makes community Environmental Health assessments and plans, directs, and supervises the activities of the Environmental Health Staff, including public health education, regulatory interpretation, and enforcement actions to insure the standards of the Health Officer and Environmental Health needs of the Community are met at all times.

MINIMUM QUALIFICATIONS: A Masters degree in closely related field and at least two years of progressively responsible experience as a sanitarian or environmental health specialist, including supervision, or any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities to perform the essential job functions and is on the Washington State Registration as a sanitarian. Valid Washington State Drivers license required.

PRINCIPAL DUTIES - Asterisk designates essential function:

*1. Conducts ongoing audits of all assigned Environmental Health Programs and participates on departmental Management Team.

*2. Represents Environmental Health to the County Commissioners, Town of Friday Harbor Council, Local press and public by researching Environmental Health issues, preparing statements and agendas, and by public speaking.

*3. Supervises Environmental Health Water program by interpreting and enforcing state and local regulations and by insuring assigned staff are properly trained, budgeted, and equipped to perform inspections, answer public questions, conduct enforcement, and record pertinent data.

*4. Supervises Environmental Waste Water Program by interpreting state and local regulations, and by insuring assigned staff are properly trained, budgeted, and equipped to perform inspections, record pertinent data, evaluate septic system designs, and use code enforcement actions when necessary.

*5. Supervises Environmental Health Food Safety and Living Environment Programs by insuring staff conduct inspections, record pertinent data in accordance with state and local regulations and investigates illnesses caused by infectious or toxic agents and makes recommendations to control or prevent disease and completes state and federal reports.
Position Title: Environmental Health Manager
Page 2

*6. Represents San Juan County at Statewide Environmental Health Directors Meetings, and makes recommendations for state legislature concerning Environmental Health.

*7. Develops selection criteria and interview questions for vacant positions, conducts interviews, recommends new personnel to department director for hiring.

*8. Directs office support staff on administration of Environmental Health Programs.

*9. Implements and monitors public health improvement programs, prepares reports and program evaluations, administers program budget and monitors expenditures. Obtains and monitors state grants/loans.

*10. Regulates sanitary aspects of the solid waste program by inspecting facilities, monitoring pilot projects and issuing permits.

*11. Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the County as the needs of the County and requirements of the job change. Weekly hours may vary based on job requirements.

**PHYSICAL AND MENTAL REQUIREMENTS:** Twenty percent of the time is spent in field, walking on undeveloped terrain, digging holes to verify soils and investigation of complaints. Requires sitting 80% of time. Must be able to give and receive written and oral instruction. Must be able to perform mathematical calculations. Requires color vision.

**EQUIPMENT REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer</td>
<td>4-6</td>
<td>x</td>
</tr>
<tr>
<td>Telephone, cell phone</td>
<td>1.0</td>
<td>x</td>
</tr>
<tr>
<td>Copy machine</td>
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<td>x</td>
</tr>
<tr>
<td>Fax</td>
<td>.10</td>
<td>x</td>
</tr>
<tr>
<td>Vehicle, County truck</td>
<td>.50</td>
<td>x</td>
</tr>
<tr>
<td>Maps, test tapes, thermometers, pH meter</td>
<td>.10</td>
<td>x</td>
</tr>
<tr>
<td>Camera, water level indicator</td>
<td>.50</td>
<td>x</td>
</tr>
</tbody>
</table>

**WORKING CONDITIONS:** Normal office conditions 75% of the time. Field inspections with exposure to the elements 20% of the time. Travel to statewide meetings 5% of the time.