

POSITION: Environmental Health Supervisor I
DEPARTMENT: Macon County Public Health
Grade: 33
Starting Salary: \$54,189.00, Credit for Service Considered
Position Number: 51100017
Posted: January 19, 2024
Closing Date: Until Filled



GENERAL DEFINITION OF WORK

This position serves as the administrator of the Environmental Health Section of Macon County Public Health and is to lead the section in effectively performing all duties associated with the specific program objectives while ensuring compliance with all federal, state and local public health/environmental health laws, rules, and regulations.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS

- Lead efforts to identify strategic objectives for programs that are consistent with Macon County's Mission and implement best practices to meet objectives.
- Personnel Management: Oversee development, counseling and evaluation of employees (including all disciplinary actions) performed by program specialists, conducts performance evaluations, and develop and maintain a positive team work environment;
- Serve as a member of MCPH's Leadership Team;
- Provide direction and consultation to the Food and Lodging, On-Site Wastewater supervisors and other staff in evaluating team performance – establishing priorities, meeting objectives, and managing the workflow within the division and monitoring work performance.
- Work with the Health Director and MCPH's Finance Officer to develop and manage budget for the section.
- Assure compliance with all applicable policy, rules, regulations, and governmental statutes (local, state, and federal) specific to program area including providing technical advice.
- Ensure that complaints received from the public related to environmental health issues are responded to timely, accurately and in accordance to established policy.
- Serve as a liaison with Realtors Association, other federal, state, and local environmental agencies/groups (e.g. LTLT, EPA, DENR, DPH, etc.) on any environmental issues.
- Develop oral and written reports providing advice and guidance on environmental health issues to the Health Director, Leadership Boards and other leadership staff.
- Foster continuous quality improvement in all areas of work.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of environmental health laws, rules, and procedures.
- General knowledge of office administration and management to include personnel policies and procedures and the budget process.
- Comprehensive knowledge of the duties and responsibilities of a sanitarian.
- Ability to function as a Registered Environmental Health Specialist.
- Ability to plan for and supervise the work of a small environmental health agents.
- Ability to motivate and educate business and property owners and the consuming public in matters related to protecting and promoting public health.
- Ability to present formal environmental health training programs.
- Ability to develop and express ideas and opinions concisely, comprehensively, and clearly in oral and written form.
- Ability to work with others in solving complex environmental problems.

EDUCATION AND EXPERIENCE

Two years of experience at the Sanitarian level in a health department.

SPECIAL REQUIREMENTS

- Registered as a Sanitarian by the N. C. State Board of Sanitarian Examiners
- Valid driver's license

HOW TO APPLY:

Applicants must register online or in person with NCWorks. A State application (PD-107) is required and may be obtained at and submitted to the
NC Works Career Center
23 Macon Avenue
Franklin, N.C.

Mail to:

5 West Main Street
Franklin, NC 28734

and must be submitted on or before the closing date. **Online applications are not available.** Please include 3 references with contact information and a valid email address for all correspondence from the employer to the applicant. Resumes will not be considered.

AN EQUAL OPPORTUNITY EMPLOYER/ADA EMPLOYER

All prospective employees are subject to a criminal background check