

*Code: 4540*

*Title: ENVIRONMENTAL HEALTH SUPERVISOR*

**SUMMARY:** Supervises environmental health staff performing field inspections and the enforcement of federal, state and local regulation for permitted establishments relating to public health and consumer food safety. This classification is differentiated from other Environmental Health classifications within this series by its organizational placement as a full performance supervisor of assigned staff and by its focus on high profile/complex investigations which include the determination of violations and citations for food service establishments.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Supervises Environmental Health staff performing field inspections and enforcing environmental health, laws, rules, regulations, ordinances and code pertaining to food preparation, service related health areas;

Reviews and approves construction plans, HACCP plans and variance requests to ensure compliance with federal, state and local sanitation and health regulations for new or remodeled recreational and food establishments, including restaurants, swimming pools, hotels, motels, mobile home parks, schools and day-care facilities;

Consults with architects, engineers, contractors and others regarding sanitation aspects of construction plans and construction;

Supervises and participates in health inspections, high profile/complex investigations and the determination of violations and citations for food service establishments, swimming pools, hotels, motels, mobile home parks, schools and day-care facilities;

Conducts inspections and serves as a point of contact on high profile, complex and emergency projects;

Supervises, trains, assigns work to, evaluates and disciplines staff;

Supervises the investigation and monitors reported food-borne illness outbreaks;

Interprets and enforces environmental health laws, rules, regulations, ordinances and codes pertaining to food preparation, service and related health areas;

Performs quality control field inspections, standardization field inspections, on site construction inspections, final construction inspections and makes determinations and recommendations regarding compliance with federal, state and local sanitation and health regulations;

Supervises and participates in the preparation and presentation of training materials to Health Department personnel, food service establishment personnel or others as appropriate;

Represents the department on committees, working groups and public meetings;

Provides information regarding environmental health, food and sanitation related issues, procedures, rules, laws, regulations and unit operations, to staff, other agencies, the news media and the public;

Maintains and updates reference materials and prepares activity reports for management;

Makes recommendations to management for the development or update of policies, procedures codes and ordinances;

Coordinates the inspections and organization of temporary food events.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- local, state and federal, sanitation and health laws, rules, regulations, ordinances and codes;

- principles, practices and techniques of health inspections, education and enforcement;
- principles, practices and techniques of construction plan review;
- biological and physical sciences applicable to environmental health;
- effective communication techniques;
- principles and practices of public health administration;
- principles and practices of documentation and preparation of reports and correspondence;
- principles and practices of employee training, supervision and evaluation.

Skill in:

- reviewing, understanding and approving construction plans;
- supervising, assigning work to, training and evaluating assigned staff;
- communicating effectively;
- applying and interpreting appropriate sanitation and health laws, rules, regulations and codes;
- conducting and supervising health inspections;
- preparation of routine, recurring, and special reports and correspondence;
- operating a computer for word processing, database, spreadsheets and email;
- dealing with the public regarding health issues.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's of Science degree from an accredited college or university in biological, environmental science, microbiology, other natural science\*, as defined by the Arizona Sanitarians Council or other closely related field as determined by the appointing authority and two years of experience working as a Registered Sanitarian in the State of Arizona in the field of public or environmental health relating to food and other consumer products and establishments and one year of lead/supervisory experience.

(Lead/supervisory experience may be concurrent with public or environmental health experience.)

\*ARS 36-136.01(I)(3) and Title 9, R9-16-401.9. The Sanitarian's Council has defined "natural science" as: anatomy, bacteriology, biochemistry, biology, botany, biophysics, biostatistics, cell physiology, chemical engineering, chemistry, ecology, embryology, endocrinology, entomology, environmental health, epidemiology, food bacteriology, dairy sciences, genetics, geophysics, geology, herpetology, histology, hydro-geology, hydrology, ichthyology, limnology, microbiology, molecular biology, ornithology, parasitology, pathology, pharmacy, physics, physiology, plant taxonomy, radiological health, sanitary engineering, sewage sanitation, soil science, toxicology, vector control, veterinary science, virology, or zoology, of the study of air pollution, community health, environmental diseases, hazardous waste, industrial hygiene, infectious diseases, occupational safety or public health.

OR:

(2) Three years of work experience with Pima County as a Sanitarian/Environmental Health Specialist and two years of lead experience.

(Lead experience may be concurrent with public or environmental health experience.)

OTHER REQUIREMENTS:

Licenses and Certificates: All positions require current State of Arizona registration as a professional Sanitarian. All positions require a valid Arizona Class D driver license at the time of application or prior to completion of initial/ promotional probation. Failure to obtain/maintain the required registration/licensure shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position. All positions will be exposed to outdoor extreme climate conditions and indoor commercial environments that are sometimes extremely hot, cold, wet, and unsanitary, which require the proper wearing of individual safety and protective clothing and equipment.

This classification specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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