Title: Director of Environmental Health Services

Salary: 73,918 - $90,641

This is a provisional appointment pending a future civil service examination. This is an administrative position which involves responsibility for managing the Division of Environmental Health Services of the Health Department, including planning, developing, supervising, executing and administering the Environmental Health programs, which are carried out in accordance with the provisions of the NYS Public Health Laws, as well as the NYS and the Dutchess County Sanitary Codes. Environmental programs include general sanitation programs which are regulatory in nature; engineering services related to water supply, water pollution control, plan review and approval, swimming pools, etc; as well as the provision of technical assistance regarding occupational health, hazardous waste disposal, environmental lead assessments, and chemical emergency response plans. The incumbent provides advice and guidance to local and County officials and the public regarding environmental health problems and the solutions necessary for improvement and legal compliance. The work is performed under the administrative supervision of the Commissioner of Health with wide leeway allowed for the exercise of independent judgment. Supervision is exercised over a substantial number of professional and highly specialized staff of engineers, sanitarians and technicians, as well as support staff.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by positions in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title. Plans, implements, directs, monitors and evaluates environmental public health and conservation programs, including formulating policies and procedures for the functioning of said programs; Coordinates and supervises the enforcement of provisions of the New York State Sanitary Code, Dutchess County Sanitary Code and New York State Public Health Law; Supervises activities and provides assessments in a number of environmental areas (e.g. water supply, food protection, housing, temporary residences, insect and rodent control, pools and beaches, radiological health, water pollution, air pollution, solid waste disposal or consumer products) which may involve harmful amounts of biological, chemical or radiological agents, etc.; Prepares and/or oversees the preparation of a variety of technical and administrative reports, including recommendations for action on environmental issues; Attends meetings and conferences to explain division programs and operations and resolve problems; Oversees public health engineering activities in the maintenance of sanitary and potable water supplies, reviews plans and approves, resolves administrative and technical problems arising within division; Consults with and advises local and County officials and the public on environmental health problems and the measures necessary for improvements and compliance with legal requirements; Acts as liaison on technical and administrative matters with state and federal agencies; Directs the administration of legal enforcement including administrative hearings; Establishes reporting and recording procedures; directs the preparation of budgets, state aid applications and management reporting to New York State Department of Environmental Conservation and the New York State Department of Health.

MINIMUM QUALIFICATIONS:

EITHER: (A) A Bachelor's degree from a regionally accredited or New York State registered college or university in sanitary, environmental, chemical, civil or public health engineering or a related engineering field PLUS five years of progressively responsible public health sanitarian or environmental health work experience, at least two of which must have been in an administrative and supervisory capacity.

OR: (B) A Bachelor's degree from a regionally accredited or New York State registered college or university with thirty credit hours in the natural sciences, of which not more than twelve credit hours may be in the applied sciences PLUS five years of progressively responsible public health sanitarian or environmental health work experience, at least two of which must have been in an administrative and supervisory capacity. CANDIDATES QUALIFYING UNDER THIS CRITERIA MUST SUBMIT A TRANSCRIPT OR LIST OF COURSES.

NOTE(S):

1. A Master's degree in Public Administration, Public Health Engineering or a related field may be substituted for the public health sanitarian or environmental health work experience, but may not be substituted for the administrative and supervisory work experience.
2. The term natural science shall mean a science such as biology, chemistry or physics that deals with the objects, phenomena, or laws of nature and the physical world. It shall include all physical and biological sciences.
3. The term applied science shall mean science based courses in environmental technology, sanitation technology, medical technology, public health, infection control or food science.
4. Supervisory experience means experience as a supervising engineer or supervising sanitarian or supervisory responsibility that demonstrates that the candidate has the technical and administrative skills necessary to manage programs that can anticipate, recognize and respond to environmental health challenges.

FINGERPRINTING: A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

For consideration, application must be received in the Dutchess County Department of Human Resources on or before 11/30/2013 attention:

Dutchess County Department of Human Resources
22 Market Street, Poughkeepsie, NY 12601
Phone: 845-486-2169
Fax: 845-486-2186

You may apply online or obtain a printable application for employment on the Dutchess County website at
www.co.dutchess.ny.us or www.dutchessny.gov
An EEO/AA Employer

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