

**WAUSHARA COUNTY
POSITION DESCRIPTION**

TITLE: Environmental Health Manager

PAY GRADE: 16

DEPARTMENT: Public Health

DATE: 12/11

FUNCTION:

Supervises the Tri-County Environmental Health consisting of Waushara, Green Lake, and Marquette Counties. Implements the Tri-County Environmental Health Program, which includes the Agent Food Safety and Recreational Licensing Program; Agent Department of Agriculture Trade and Consumer Protection Licensing Program; identifying and solving community environmental health problems; developing and maintaining policies, ordinances, and standards; enforcing ordinances and codes; public health nuisance investigation; environmental hazard investigation; and rabies prevention/investigation. The Environmental Health Specialist may also implement and maintain an agent contract with The Department of Natural Resources-Air Management Division, The Wisconsin Bureau of Public Health- Radiation Protection Unit, Wisconsin Department of Health and Family Services- Lead Poisoning Prevention Unit, and Radon Information Center.

MAJOR RESPONSIBILITIES:

1. Implements the County Environmental Health Program under the supervision of the Health Services Director.
2. Licenses and inspects facilities under the “Agent of the State” contract with the State Division of Public Health and the State Department of Agriculture to determine compliance with public health statutes, regulations, and codes.
3. Supervises the Tri-County Environmental Health Consortium.
4. Makes field investigations of private water supplies upon requests and in response to complaint. Provides consultation on proper well operation, maintenance, and change of service.
5. Investigates public health nuisances, human health hazard ordinance complaints and submits recommendations for corrective action and reinspects to assure corrections have been made. Consults with municipalities within the County on local enforcement issues. Coordinates abatement efforts when County action is deemed necessary.
6. Investigates outbreaks of food and water-related communicable diseases and illnesses in cooperation with the Department of Health and Family Services and the Public Health Nurses.
7. Properly collects and submits samples for analysis (asbestos, lead, water, wastewater, suspected food borne illness, soil, hazardous chemicals).
8. Prepares and maintains records and reports as required.
9. Initiates complaints for prosecution when non-disciplinary communication has proven ineffective under the supervision of the Health Services Director and County Corporation Counsel.

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10. Provides environmental health education and information to interested organizations and groups. Prepares and submits informational articles to be published in local papers.
11. Clarifies and explains Federal/State/County laws, rules and regulations on environmental health issues to licensed operators, the Real Estate community, contractors, and the general public.
12. Collaborates with the all three County Sheriff's Departments in relationship to the County's Animal Control Ordinance as appropriate. Completes investigations and follow-up on bite cases. Initiates for prosecution violations of the Ordinance. Maintains records for the Wisconsin Department of Agriculture, Trade, and Consumer Protection-Division of Animal Health to satisfy requirements of the Alternative Local Rabies Control Program.
13. Performs Elevated Blood Level Investigation/Risk Assessments for the Department of Health and Family Services-Childhood Lead Poisoning Prevention Program according to Statute. Recommends interim controls and/or abatement corrective actions and reinspects (clearance samples) to assure corrections have been made. Provides lead inspections to families and landlords with at risk children. Monitors the County lead screening program. Provides information and consultation to the real estate community, landlords, builders/renovators, merchants, and the general public.
14. Maintains a Radon Information Center (RIC) for the State. Fields calls directed to the center. Provides consultations and recommendations based on radiation protection knowledge. Performs physical inspections and tests. Collects samples and prepares samples for laboratory analysis. Interprets data and provides recommendations based on the results. Provides information and consultation to the real estate community, landlords, builders/renovators, merchants, and the general public.
15. If appropriate maintains agent contract with the Department of Natural Resources-Air Management Division. Performs field inspections at asbestos abatement projects, fire burns, demolitions, and renovations. Collects and packages samples for laboratory analysis. Interprets data and makes recommendations based on the results. Initiates complaints for prosecution and submits to the DNR Regional Office.
16. Participates in the Quality Improvement and Performance Management Teams for Waushara County Health Department.
17. Other duties assigned.

WORKING ELEMENTS:

A. Education, Training and Experience

A current Wisconsin Registered Sanitarian.

Bachelor of Science Degree in Environmental Health, the physical or biological sciences or a related field as well as two years job/training equivalent providing knowledge in the principles, practices, and regulations of environmental health.

Prior training in chemical and biological hazards.

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Education, Training and Experience (cont.)

Prior training in animal vectors and their hazards.

Prior training in the principles of personal protective equipment, including restrictions and limitations associated with each.

Possession of a valid Wisconsin driver's license and access to an automobile.

The ability to wear a respirator.

B. Knowledge, Ability, and Skills

Knowledge of modern principles, methods, techniques, practices in public health sanitation, and knowledge of local and State public health law and ordinances.

Knowledge of animal habits, food sources, and methods of control.

Ability to prepare clean and concise reports, speak before public groups, interpret an environmental health program to the public and identify public needs and interest.

Ability to investigate, prepare reports, effectively provide testimony and/or documentary evidence for prosecution.

Skilled in communication with public officials, merchants, organizations, institutions, and the general public.

Skilled in the proper procedures for the collection of samples, chain of custody procedures, and sample submittal to the State Lab of Hygiene.

Skilled in the use of electronic devices and monitoring equipment.

C. Responsibility and Authority

Supervise the Tri-County Environmental Health Consortium staff.

Directly responsible to the Director of Health Services who is responsible to the State of Wisconsin regarding the fulfillment of public health Statute, laws, and rules, and the agent contract for asbestos, lead, radon, and alternative rabies control programs in Waushara County.

Maintains regular and predictable attendance.

Promote, get along and work in harmonious relationship with others including but not limited to outside agencies and county departments.

Be able to perform duties, follow policy and procedures independent of direct supervision.

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D. Working Conditions

Normal office conditions. Day may be spent out in the community as well as in the office with a need for flexible scheduling outside of the normal office hours.

Limited travel and overnight stays may be required occasionally.

Field work with potential for unsanitary conditions. Exposure to biological matter, hazardous chemicals, asbestos, and unsafe structures may be occasionally necessary.

May be working outdoors in extreme conditions.

Walking, bending, and minimal lifting.