

**Hendricks County**  
**Job Description**

**Title:** Environmental Health Director

**FLSA Status:** Exempt

**Department:** Environmental Health

**Pay Band:** SAM 3

**Supervisor:** Health Officer

**PURPOSE OF POSITION:**

Manages the Environmental Health Department and personnel, and acts as technical adviser to the Board of Commissioners, Area Plan Commission and Administrative Plat Committee and other committees.

**ESSENTIAL FUNCTIONS:**

- Collaborates with the Health Officer, County Board of Health, Indiana State Department of Health, Indiana Department of Environmental Management, Indiana Department of Natural Resources, county officials, community groups and others to develop Environmental Health policies and to implement and promote Environmental Health programs.
- Acts as technical adviser to the Board of Commissioners, Area Plan Commission and other boards, committees and elected officials.
- Obtains funding, prepares annual budget requests and oversees purchasing for the department.
- Develops and ensures adherence to departmental policies, processes and procedures.
- Writes performance reviews for staff members, initiates and performs disciplinary actions when necessary and approves and schedules vacation leave.
- Interviews applicants for vacant positions, and makes hiring decisions.
- Directs the activities of the department staff.
- Promotes and reports on Environmental Health Department activities.
- Initiates modification of existing regulations or proposes new county ordinances relating to environmental health issues as required by scientific advances, or by rule and policy changes.
- Interprets and enforces health related regulations and ordinances.
- Updates county officials and others on current environmental conditions and future environmental health needs.
- Applies for grant monies to assist Environmental Health priorities and reports on grant activities.
- Prepares the annual report.
- Directs quality improvement, workforce development and ensures the goals of the strategic plan are met.
- Performs a supervisory role in departmental emergency and public health preparedness plans, drills and exercises.

**NON-ESSENTIAL FUNCTIONS:**

- Performs investigation of reported environmental complaints, institutes correction, and initiates Health Department enforcement action and testifies in court, when necessary.
- Serves as member of Administrative Plat Committee, which includes physically inspecting new construction sites, reviewing construction plans and assisting in preparing staff letters to contractors and developers.
- Performs other duties as assigned.

**EDUCATION AND QUALIFICATION REQUIREMENTS:**

- Bachelor of Science degree with at least 30 semester hours in physical or biological sciences.
- National Environmental Health Specialist Certification
- Supervises the implementation of the core functions and the essential services of public health.
- National Incident Management System (NIMS) IS-100-400, IS-700, IS 800 certification within a year of employment
- Performs supervisory functions in emergency, all hazards and terrorism preparedness plans
- Minimum of five years experience as an Environmental Health Specialist and at least two years of supervisory experience in an environmental health program.
- Master degree in Public Health or related field is preferred, but not required.
- Pesticide Application Certification in Public Health, Category 8
- Certified Pool/Spa Operator Certification
- Working knowledge of county and state health regulations.
- Ability to obtain and maintain an Indiana Driver's License
- Ability to read and understand legal descriptions and blue prints
- Ability to analyze budgetary needs and prepare annual budget request
- Proficient computer skills
- Ability to effectively and tactfully deal with other people
- Ability to communicate well, both verbally and in writing

**RESPONSIBILITY:**

Incumbent interprets and applies local and state health regulations in a variety of situations. The work requires the use of judgment to ensure cost effectiveness, safety of food, and onsite sewage system projects. It requires a broad knowledge of environmental and public health to address public health needs, and to implement evidenced based programs to address those needs. Discretion must be used in handling employee issues, maintaining budgetary needs and providing technical advice to boards and committees. Errors in judgment can result in serious health consequences and significant cost.

**WORKING RELATIONSHIPS:**

Working relationships are with the Health Officer, the Health Board, associates in same department, other county departments, governmental boards and committees, governmental agencies, consultants, and the general public for the purpose of communicating technical matters, providing and receiving factual information and problem solving.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

The majority of work is performed in a standard office environment, however due to the nature of public health, environmental or home visits may be needed. There may be exposure to potential health hazards, such as communicable diseases, blood borne pathogens, pests, and environmental hazards. The Director may be called upon for extraordinary service in case of public health emergencies, such a bioterrorism or other community disasters. On call 24 hours a day, 7 days a week.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:**

The job description for the position of Environmental Health Director in the Health Department describes the duties and responsibilities in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name