

POSITION VACANCY

**APPLICATIONS FROM IN-HOUSE APPLICANTS WILL BE ACCEPTED
BEGINNING NOVEMBER 1, 2024 THROUGH NOVEMBER 5, 2024.**

**APPLICATIONS FROM THE GENERAL PUBLIC WILL BE ACCEPTED
BEGINNING NOVEMBER 6, 2024 OR THE POSITION IS FILLED.**

JOB TITLE: Environmental Deputy Director, 10590

On-line: <https://www.co.wayne.in.us/web/jobs/index.php>

Date Posted: October 31, 2024
Department: Public Health
Hours: Exempt
Salary: \$71,546.00/annually

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodations to qualified employees and applicants with known disabilities who require an accommodation to complete the application process or perform essential functions of the job unless those accommodations would present an undue hardship.

Incumbent serves as Deputy Director - Environmental for the Wayne County Health Department, responsible for directing all professional, fiscal, and managerial functions necessary for the effective and efficient operation of the Environmental Division, determining public health impact of environmental health problems, providing information and education to the public, and supervising division staff.

DUTIES:

Collaborates with Health Officer and Public Board of Health, establishing operating policies, goals, standards, and objectives related to total operation of the Environmental Division, ensuring attainment of division mission.

Oversees inspection of food establishments and retail food markets, swimming pools and recreational areas, vector control program, emergency preparedness program, private water supply and sewage disposal sites, unsanitary dwellings, and lead inspections of homes of children with elevated lead blood levels, and tattoo, body piercing, and eyelash extension establishments making recommendations for compliance with State codes and local ordinances or legal action.

Supervises assigned staff including but not limited to, recommending increases/decreases in staff, interviewing candidates, making hiring recommendations, orienting, and training new

subordinates in department division, assigning work hours and approving benefit time usage, planning/delegating work assignments, motivating staff, and establishing specific work goals and standards to be achieved by staff. Conducts staff performance evaluations, providing documented disciplinary actions as needed.

Direct and operates department's vehicle fleet, scheduling and documenting all repairs, attending fleet management committee meetings, and making recommendations to committee on vehicle replacement and purchases.

Directs investigations of possible rabies and West Nile cases, overseeing collecting and sample analysis procedures, reviewing case reports, and monitoring public health concerns.

Assists the public, including but not limited to, investigating complaints, and working to eliminate public health problems.

Serves as Public Information Officer as it relates to Environmental Public Health.

Performs various administrative tasks such as conducting environmental health surveys, completing reports and recommendations, preparing, and mailing correspondence, and maintaining files accordingly.

Participates and attends as a voting member for Local Emergency Planning Committee (LEPC). Assists police and fire departments, and local government agencies on Bioterrorism preparedness plans and procedures.

Maintains and updates department equipment, making minor repairs as needed, updating, and maintaining software programming for documenting and maintaining inspections, complaints, and reports.

Manages all departmental facilities needs including work order requests, systems upgrades, security system management, and telecommunication systems.

Assists Health Officer and Health Board in preparing annual department budget.

Presents departmental initiatives and requests to the Board of Health, County Commissioners, and County Council as assigned. Develops and updates guidelines, personnel policies, job classifications, department policies/procedures, and ordinances.

Testifies in court as deemed appropriate and within scope of practice.

Attends conferences and training seminars as required.

Responds to emergencies on a 24-hour basis.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Bachelor's degree preferred with prior training and/or experience in Environmental Health/Public Health or related field, or associate's degree with minimum of five (5) years' experience managing public health programs.

Possession of or ability to obtain and maintain required certifications including Registered Environmental Health Specialist in State of Indiana, and CPR instructor certification.

Thorough knowledge of public health principles and practices, and ability to apply basic scientific principles relating to environmental health.

Working knowledge of standard office practices, basic computer skills, and environmental terminology, and the ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare written reports as required.

Knowledge of and ability to apply job related federal, state, and local laws, rules, and regulations.

Ability to utilize specialized training, experience, and education in environmental health and perform specific assignments as required.

Ability to supervise assigned staff, including but not limited to, recommending increases/decreases in staff, interviewing candidates, and making hiring recommendations, providing orientation and training, assigning work hours and approving benefit time usage, planning/delegating work assignments, motivating staff, and establishing specific work goals and standards.

Ability to properly operate a variety of standard office equipment, including but not limited to, computer, calculator, copier, and telephone.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Indiana Department of Health, Indiana Department of Environmental Management, City of Richmond Fire and Police departments, building inspectors, fleet service providers, community boards, vendors, hospitals, newspaper, television and radio station personnel, and the public, including but not limited to, being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Shall comply with all employer and department policies and work rules, including but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to conduct thorough investigations, inspections, and tests, and compare or observe similarities and differences between data, people, or things.

Ability to compute/perform arithmetic operations, such as tabulating test results/surveys.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to understand, memorize, retain, and follow oral or written instructions.

Ability to write and edit news releases, present environmental health education programs, and conduct public presentations as required.

Ability to read and interpret detailed prints, sketches, layouts, specifications, and maps.

Ability to plan and layout assigned work projects.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work rapidly for long periods, under time pressure, and on several tasks at the same time.

Ability to occasionally work extended, weekend, and/or evening hours, and travel out of town for training and conferences, sometimes overnight.

Ability to respond to emergencies on a 24-hour basis.

Possession of a valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs a wide range of duties which involve consideration of many variables. The majority of duties are performed within clear and well-defined guidelines that are applied to specific tasks. Incumbent establishes administrative/departmental policies, procedures, and performance standards. Incumbent may make decisions in absence of policy, subject to guidance from the County Health Officer, Health Board, and in accordance with Wayne County policies and procedures.

III. RESPONSIBILITY:

Incumbent ensures proper implementation of public health laws and environmental standards according to technical specifications and standard practices of the profession. Incumbent develops own objectives for areas of responsibility, with almost total autonomy in the job. Work is reviewed for compliance with departmental policy.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Indiana Department of Health, Indiana Department of Environmental Management, City of Richmond Fire and Police departments, building inspectors, fleet service providers, community boards, vendors, hospitals, newspaper, television and radio station personnel, and the public for the purpose of rendering service, solving problems, and supervising staff.

Incumbent reports directly to the County Health Officer and/or Public Health Director.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs majority of duties in a standard office environment, and/or in the field, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing up to 50 pounds, pushing/pulling objects, bending at waist, reaching, driving, keyboarding, close/far vision, depth perception, speaking clearly, hearing sounds/communication and handling/grasping/fingering objects. Incumbent occasionally works extended, weekend, and/or evening hours, and occasionally travels out of town for training, sometimes overnight. Incumbent responds to emergencies on a 24-hour basis.

APPLY AT: Wayne County Government
Human Resources Department
401 E. Main Street,
Richmond, IN 47374

On-line: <https://www.co.wayne.in.us/web/jobs/index.php>

***Wayne County Government is
an Equal Opportunity Employer***