

DIRECTOR OF ENVIRONMENTAL HEALTH SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision the incumbent administers the Public Health Protection programs throughout the County, including plans and operation, material management, budgetary and fiscal management. The programs involve food service establishments, insect and rodent control, general public health nuisances, facilities for refuse disposal, x-ray installations, sanitation of habitable buildings, and temporary and farm labor camps. The work involves the enforcement of County and State public health law and sanitary codes pertaining to the programs, the promotion of sanitary practices in the community, the review and approval of plans for facilities of major impact on public health. Determines requirements and implements training programs for staff. Incumbents are expected to contribute actively in the development of sanitary codes and regulations. General supervision is received from the Commissioner of Health. Supervision is exercised directly and through supervisory personnel over a substantial number of Associate Sanitarians, Sr. Sanitarians, Sanitarians, Environmental Health Technicians and Aids. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs, coordinates and supervises Public Health Protection program activities;

Directs investigations and reviews proposed local regulations for conformity with the State and County Sanitary Codes;

Determines requirements for training of staff and directs the various training programs;

Prepares budget requests for program activities;

Reviews the qualifications of environmental health personnel;

Presents results of administrative hearings and pertinent Bureau information to the Westchester County Board of Health;

Recommends pertinent amendments to the Westchester County Sanitary Code in relation to the Bureau's programs;

Directly responsible for the preparation of applications for grants for specific program activities.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of environmental health principles, laws and regulations; thorough knowledge of health services management and administration; good knowledge of public health principles and how the activities of other professionals relate to the total public health program; ability to manage a diversity of program activities performed at multiple locations; excellent professional judgement; ability to communicate effectively, both verbally and in writing; physical condition commensurate with the demands of this position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree* including a minimum of thirty hours in natural science or related courses acceptable to the New York State Commissioner of Health and either: (a) six years of experience in environmental health activities in the following areas: food service establishments, insect and rodent control, facilities for refuse disposal, x-ray installations, sanitation of habitable buildings, temporary and farm labor camps and general public health nuisances, three years of which must have been in administering or supervising the above environmental health activities; or (b) a Master's Degree* in Public Health, Business Administration, Hospital Administration or a related field and four years of the experience as stated in (a), including two years of administrative and supervising experience as stated in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT: Possession of a valid New York State motor vehicle operators license.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.