

**DIRECTOR
ADLM COUNTIES ENVIRONMENTAL PUBLIC HEALTH
AND
ADLM FACILITIES MANAGEMENT SYSTEMS**

POSITION DESCRIPTION

DEFINITION

Manages the Environmental Public Health Agency and the ADLM Facilities Management Systems effectively and efficiently. Serves as the Administrator for the Environmental Public Health Agency and ADLM Facilities Management Systems, performs public health and environmental health work in administering, promoting, and/or enforcing environmental health laws for the counties of Appanoose, Davis, Lucas, and Monroe. Drafts the Agency budgets and any proposed health regulations for the respective Boards of Health and then administers enacted rules. Executes various 28E agreements for administration and grant recipients between the Counties and the Iowa Department of Inspections, Appeals and licensing (DIAL), Iowa Department of Natural Resources (DNR), and various Memorandum of Understanding Agreements between ADLM and various municipalities, and/or other entities to administer and receive partial financial support in local environmental health programs throughout the year. Exercises general supervision of all related personnel, ensuring all duties and responsibilities are performed properly.

REPORTING

The Environmental Public Health Director reports to each Board of Health in Appanoose, Davis, Lucas and Monroe Counties and the ADLM Counties Commission which is comprised of one elected official from the Board of Supervisors in each county that sits on their respective Board of Health. Environmental Public Health Officers and the Administrative Assistant will report to the Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These should not be construed as exclusive or all-inclusive. Other duties may be required or assigned.

Plans, organizes, directs, promotes, and controls environmental health program functions, consistent with policies, procedures, and governmental regulations, and manages grant programs contributing to the overall effectiveness of the agency.

Selects, orients, directs, motivates, trains and retains staff capable of meeting current and projected human resource needs. Responsible for performance reviews and reporting to the Commission any corrective actions or terminations.

Writes for and manages all Grants for the Agency. ICAP, Private Well Water, NEHA-FDA.

Will be the Lead Inspector for Food Safety Inspections of restaurants, grocery stores, mobile food units, home food processing, vending machines, temporary foods, summer foods, schools, unattended food establishments and Hotels/Motels. Will respond to complaints, follow protocols to respond to potential foodborne illnesses, conduct facility plan reviews for new establishments. Conduct inspections to determine compliance with applicable rules, standards, and regulations; review previous inspection reports of food establishments, provide financial and related program operational data for ADLM Counties Commission as required.

Responds to written or telephone requests from the public and private entities or individuals with information or technical assistance on a variety of environmental issues; assists them with problems or questions they may have and explains and clarifies rules, regulations and policies.

Keeps up to date on all Documents uploaded to FoodShield.

Completes all Curriculum for Retail Food Safety Inspection Officers in ABSORB.

Conducts a Self-Assessment of all nine FDA Voluntary Retail Food Standards once every 5 years.

Become ServSafe Certified and become a ServSafe Certified Instructor/Proctor to teach classes.

Will be a backup Sanitarian responsible for Field design and layout of private on-site wastewater treatment and disposal systems (Issues Permits, Conducts Pre-Sites and Finals). Reviews all Septic Permits. Reviews of all Time of Transfer Reports after the Environmental Health Officers have reviewed them.

Will be responsible for Private Well Water Permitting, Construction Inspections, Well Water Testing, Well Abandonment (Plugging), Well Reconstruction, Well Drilling, and Shock Chlorination.

Will be a backup Certified Pool Operator to have the ability to inspect Swimming Pools and Spas to ensure compliance with applicable laws and regulations to determine if public health is potentially endangered.

Will be a backup Inspector for Tanning Beds and Tattoo establishments to ensure compliance with applicable laws and regulations to determine if public health is potentially endangered.

Will be responsible of the management of the Iconium Facilities for ADLM Facility Management.

Approves all Accounts Payable and signs all checks.

Approves all Accounts Receivables – Signs off on Deposits along with other Staff.

Approves all Time Sheets, Compensation Time accruals and Leave Requests.

Attends Appanoose, Davis, Lucas, and Monroe Counties Board of Health Meetings and submits required reports.

Attend Agency and State Meetings, Trainings, or Conferences to maintain knowledge of current environmental health programs and obtain Continuing Education Units.

Sell Radon Kits.

Give out information on Environmental issues (Radon, Mold, Bed Bugs, Landlord/Tenant information etc.).

Prepares and issues compliance letters and other general correspondence as required.

Establishes and adjusts schedules, priorities, and deadlines for regular and special work assignments; collaborates with ADLM Counties Commission in making decisions relating to major changes in work plans or operations.

Coordinates work operations with other organizations for matters that directly impact assigned operations and programs.

Determines staff resources, equipment, facilities, and other resources needed to accomplish work assignments and adjustments among subordinates as deemed appropriate.

Keeps employees informed about the policies, procedures, and practices of management of the work; issues oral or written instructions for work activities that do not fall within current operating guidelines.

Implements agency provisions of personnel management programs (i.e., equal employment opportunity, training, compensatory time policy and practices, grievance, and safety practices.

Receives formal grievances and attempts to resolve the issues. Informs the Commission of specific disciplinary action taken consistently with the problem and facts (e.g., suspension, demotion, or dismissal etc.).

KNOWLEDGES, ABILITIES, SKILLS, AND PERSONAL CHARACTERISTICS

Knowledge of the basic principles, techniques and methods utilized in specific occupational fields, (e.g. Field design and layout of Private Onsite Sewage Disposal Systems, Food Safety and Protection, Hotel/Motel, Tanning Beds, Tattoo Establishments, Swimming Pools and Spas. conduct Well Water Permitting, Well Drilling Construction Inspections, Well

Water Testing, Well Abandonments (Plugging), Well Reconstruction, and Shock Chlorination. Health Nuisances, and Public Health Bio-Terrorism. Provide Radon Information and Mold Information.

Applies for the NEHA-FDA Grant annually (work on one Standard that has not been previously met and travel to a Conference to maintain Food Program CEU's).

Applies for the Private Well Grant.

Applies for the ICAP Grant annually for Safety Equipment.

Knowledge of the organization served and its mission. Knowledge of general management principles, techniques and methods related to investigating and resolving problems and issues which impact program operations. Knowledge of the purpose of the work directed, its relative importance and how it fits within the total operational structure.

Ability to communicate with others effectively both orally and in writing. Knowledge of computers and job-related software programs. Continuous mental and visual concentration requires attention to detail and accuracy. Must plan and lay out complex work. Tasks require constant alertness and considerable mental concentration due to the degree of difficulty, irregularity, and variety.

Establishes and maintains cooperative working relationships with those contacted during the course of work and with co-workers.

Ability to understand and further manage goals as they affect short- and long-range operations.

Ability to analyze organizational and operational problems and develop timely and economical solutions toward their resolution.

Ability to utilize effective public administrative principles, techniques, and concepts in meeting the organizational and operating needs of management.

Skills in interpersonal relations, i.e., motivation, creating an atmosphere for changes, diplomacy, verbal communication, interviewing, questioning, and dealing with difficult people.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

TRAINING/CONTINUING EDUCATION REQUIREMENTS

- Must attend twenty contact hours annually of continuing education from any State of Iowa or Environmental Health related association.
- State of Iowa Standardized Food Inspector must be Standardized by the Iowa Department of Inspections, Appeals & Licensing. Standardized Officer once every 3 years.
- Become a Certified Professional of Food Safety through the National Environmental Health Association.
- ServSafe Certified Food Protection Manager.
- ServSafe Certified Instructor/Proctor.
- Completion of IS-00005.a An Introduction to Hazardous Materials, G-290 Basic Public Information Officer Course, IS-00100.b Introduction to Incident Command System, ICS-100, IS-00200.b ICS for Single Resources and Initial Action Incident, ICS-200, ICS-300 Intermediate, ICS-400 Advanced, IS-00700.a National Incident Management System (NIMS) An Introduction, IS-00800b National Response Framework, An Introduction, IS-2200 Basic Emergency Operations Center Functions.
- Must attend New Sanitarian Training.

- Certified Pool and Spa Operator Certification – Pool and Spa Inspector.
- Tanning Facility Inspector.
- Tattoo Establishment Inspector.
- Nuisance Inspector.
- Attends trainings to be able to maintain the Private Well Grant regarding Private Well Water Permitting, Construction Inspections, Well Water Testing, Well Abandonment (Plugging), Well Reconstruction, Well Drilling, and Shock Chlorination.
- Bloodborne Pathogen Certified.
- Healthy Homes Certified
- Weed Commissioner for Appanoose, Lucas, and Monroe Counties (Maintains Commercial Pesticide Applicator License Codes C, 6 Forest, Aquatic and Right-of-Way Pest Control).

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Licensure Requirements

Within 6 months of hire, become a Certified Pool Operator.

Within 12 months of hire, completion of the National Incident Command System competency training.

Within 24 months of hire, become a Standardized Food Inspector.

Within 36 months of hire, become a Certified Professional of Food Safety.

Minimum Qualification Requirements

Graduation from an accredited college or university with a Bachelor's Degree in Natural Science.

OR

An equivalent combination of experience and education substituting one year of full-time professional work in an environmental, radiation control, environmental health, or food sanitation program for each year (30 semester hours) of the required education.

Must be able to pass a background check.

Must be able to pass a drug screen.

Must be able to lift and carry a minimum of fifty (50) pounds.

Legally able to operate a motor vehicle. Obtain a dependable personal vehicle. Obtain and maintain a valid State of Iowa driver license. Ability to obtain automobile insurance for the personal vehicle to be used for county business for which IRS mileage reimbursement would be received. To be reimbursed for mileage, must provide a valid Iowa license and proof of auto insurance.

Complete a six (6) month probationary period.

EMPLOYEE ACKNOWLEDGMENT OF RECEIPT OF POSITION DESCRIPTION

I have received my copy of the ADLM Counties Environmental Public Health and ADLM Facilities Management Systems Employee Position Description.

Employee's signature

Date

Employee's signature

Date