Salt Lake County Job Description

Air Polluton Control Supervisor

DEPARTMENT: Human Services

DIVISION: Health/2150

JOB CODE: 101 **GRADE:** 30

FLSA STATUS: Exempt

SAFETY SENSITIVE: No

EFFECTIVE DATE: 12/15/2015

JOB SUMMARY

Supervises program areas in the division of Environmental Health. Conducts enforcement inspections, audits, tests and surveys. Assists in directing the Air Pollution Control Bureau of Environmental Health.

MINIMUM QUALIFICATIONS

Must be licensed as an Environmental Health Scientist in the State of Utah, must obtain licensure within sixty (60) days from the date of hire.

Three (3) years working in Public, Air Pollution or Environmental Health, of which one (1) year must have been in a supervisory or lead capacity

May be required to be an insured driver with a validDriver's License issued by the State of Utah as required for job responsibilities.

May be required to have a vehicle available for work.

Must be currently licensed as an Environmental Health Scientist in the State of Utah, or must be eligible for license reciprocity.

A background check may be required for this position.

It is mandatory that all new hires receive the Tdap (Tetanus, Diphtheria & Pertussis) vaccine before beginning employment or provide a copy of their immunization record prior to starting employment. The immunization record must show the vaccine name and date received.

Upon hire, a two-step Tuberculosis skin test will be required. The first will need to be placed prior to starting employment.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Coordinates enforcement of health regulations related to assigned program areas.
- Supervises staff, which includes hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisals, and discipline

- Plans and conducts studies, and prepares reviews and approves reports, presentations, and materials; Ensures accuracy of records and proper evaluation of collected data.
- Conducts inspections, audits, tests, and surveys. Reviews license referrals, permit applications, and other documents to determine compliance with health laws and recommends revisions, approval, or denial.
- Prepares and issues notices and orders, prepares court complaints, follows through with legal counsel and courts, and testifies as an expert witness in court and in administrative hearings.
- Assists in budget preparation and implementation of standards, regulations, goals, and policies.
- Represents the Bureau before boards, courts, groups, and other organizations, and attends and participates in meetings.
- Collaborates with and assists other departments, agencies, and municipalities as directed by the Bureau Manager.
- Complies with all Department standards and protocols to assure safety and good work practices for staff and clients, especially with respect to various work-related risks.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Public and environmental health issues
- Biology, microbiology, bacteriology, epidemiology, and communicable diseases
- Chemistry
- Geology and hydrogeology
- Pesticides
- Program area sampling, testing, and laboratory procedures
- Legal, regulatory, and enforcement processes
- Implicit and explicit governmental and community organizations
- Department and Division policies and procedures, programs, goals, mission, and services
- Federal, State, local, and Health Department laws and policies related to environmental health
- Research and statistical methods; data collection and analysis; data entry and retrieval
- Effective public relations and health education methods and techniques
- Effective supervision and program management

Skills and Abilities to:

- Communicate effectively, both orally and in writing
- Effectively apply general principles to specific conditions
- Work effectively with people from diverse social, economic, and ethnic backgrounds
- Defend and follow oral and written instructions, policies, and procedures
- Work with minimum supervision and act independently when appropriate
- Effectively supervise, train, and motivate others, and effect change in ideas and attitudes

- Create and develop new concepts
- Prepare and write reports
- Plan and conduct research
- Design, organize, coordinate, and develop programs and policies
- Prepare material for media and community dissemination
- Work with computer software related to job specific duties

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Considerable walking over rough terrain, bending and kneeling, difficult to access places.

May be required to carry bulky equipment necessary for performance of various tasks.

May involve work around hazardous chemicals

IMPORTANT INFORMATION REGARDING THIS POSITION

Revised Date/Consultant's Initials: 12/15/2015 MP
08/05/2015 SM
03/09/2015 RG