

## UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: BUREAU DIRECTOR – ENVIRONMENTAL HEALTH  
CLASS CODE: 1053  
EFFECTIVE DATE: Amended 4/18/2006 (Revised 10/16/2001 version)  
MARKET POINT: Based on applicable market study

DEPARTMENT: Health

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### **JOB SUMMARY**

Under the general direction of the Division Director, supervises assigned health programs and services in Utah County. Professional duties include training, assigning, directing, and monitoring the work of others. The Bureau Director is an expert resource in the field or department over which he or she presides.

### **CLASS CHARACTERISTICS**

This is a function manager classification level.

### **ESSENTIAL FUNCTIONS**

Schedules, coordinates, assigns, and evaluates the work of assigned staff; promotes teamwork and participation.  
Reviews and approves leave requests and usage.  
Coordinates and evaluates programs.  
Plans and implements programs for employee education and development; trains groups about vehicle emissions practices.  
Proposes recommendations to the Division Director for the hiring and retention of staff.  
Recommends budget for the program and prepares annual report.  
Fills in, assists, and accepts responsibilities of programs beyond those regularly assigned.  
Serves as Environmental Health Director in his / her absence.  
Orders supplies as needed for programs.  
Maintains current knowledge of regulatory guidelines, policies, and procedures and implementation of same.  
Provides updated program information to Division Director, Program Managers, and other staff as needed.  
Ensures that public and staff comply with federal, state, and local regulations, and assists with ongoing training.  
Coordinates and conducts liaison activities with related state, federal, and local agencies.  
Promotes and advertises programs.  
Conducts studies and research; prepares reports as required.  
Serves as hearing officer and schedules administrative hearings.  
Serves on various committees as assigned within the local Health Department in the community, and on the State level including boards that develop health codes, rules, laws and regulations.  
Performs on-site inspections as required.  
Responds to and investigates complaints including after-hour emergencies.  
Discusses noncompliance issues with owners / operators.  
Provides public, contractors, and businesses with compliance suggestions and information.  
Determines and documents enforcement action.  
Follows up to ensure suggested actions were implemented.  
Observes and evaluates air quality.  
Responds to public health emergencies as required by the department or division administration.  
Carries provided pager, cellular phone, or other emergency communication devices during all work hours and at all other times when unavailable by phone at home.

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### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of current health codes, laws, regulations and guidelines; Knowledge of supervisory techniques; Skill in interpersonal communication to promote cooperation and compliance without enforcement actions; Ability to determine what enforcement actions are needed and when; Ability to effectively direct the work of others and to establish and maintain effective working relationships with employees, other agencies, and the public; Skill in written and verbal communication; Ability to deal appropriately with clients and employees in stressful or other undesirable situations; Knowledge of emergency health procedures; Skill in the use of computers; and Ability to perform field inspections and prepare detailed reports.

### **PHYSICAL DEMANDS**

Typically sit at a desk or table; Regularly walk, stand, or stoop; Frequently lift, carry, push, pull, or otherwise move objects weighing up to 50 pounds; Occasionally lift, carry, push, pull, or otherwise move objects weighing up to 100 pounds; Use tools or equipment requiring a high degree of dexterity; Regularly drive a motor vehicle; and Work for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

Work is usually performed in an office, library, computer room, or other environmentally controlled room; Work may expose incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation; Work may expose incumbent to hazardous chemicals; Work requires use of protective devices such as masks, goggles, hearing protection, and gloves; Work is occasionally performed for sustained periods outdoors and in hot, cold, or inclement weather.

### **EDUCATION AND EXPERIENCE**

Equivalent to a Bachelor's degree with 30 semester hours in natural sciences or closely related fields; and Four (4) years work experience as an environmental health scientist. Selected applicants are subject to, and must pass, a full background check.

### **LICENSING AND CERTIFICATION**

Current State licensure as an Environmental Health Scientist; Must obtain the Utah certification of soil evaluation, percolation testing, design, inspection, and maintenance of conventional on-site wastewater systems within the first six (6) months of employment in this position; Successful completion of thirty (30) CEU hours every two (2) years; and Must possess a valid State of Utah driver's license.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.