

NORTHERN KENTUCKY HEALTH DEPARTMENT
JOB POSTING

JULY 21, 2022

ENVIRONMENTAL HEALTH SUPERVISOR II [Code: ENVSUP]

Do you want to make your community a better place to live by preventing disease, promoting wellness and protecting against health threats? Are you excited about being part of a team focused on making a difference? Does work/life balance appeal to you? If you answered YES, then it may be time for you to find the job you love right here at NKY Health. The Environmental Health and Safety Division is accepting applications for an Environmental Health Supervisor to oversee assigned staff, to perform program functions related to public health activities and to perform related duties. Initially the position will be located at our District office currently in Florence, KY. We could be waiting for YOU!

Status: Full-time (40 hours/week) non-exempt (hourly pay) merit system position
Classification: Environmental Health Supervisor
Band: 10
Starting Pay Rate: \$28.32/hour to \$32.83/hour (based on your years of directly related paid experience)
Reports To: Environmental Health Manager

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Essential functions include, but are not limited to:

Under general direction:

- 1. Resolves problems occurring in designated program function(s).** (INTERNALLY: Assists staff with resolving business-related problems. Identifies and removes barriers to quality, productivity, and efficiency. Assists with the development and execution of performance management, continuous quality improvement, PHAB, and FDA National Retail Standards objectives. EXTERNALLY: Resolves client complaints and issues. Accepts nuisance and other complaints.)
- 2. Coordinates classes/ meetings/functions as assigned.** (Maintains assigned calendar(s). Schedules or ensures scheduling of individuals to classes as assigned. Notifies or ensures notification of attendees of class date and related info as assigned. Notifies or ensures notification of attendees of upcoming meetings and processes RSVPs or ensures RSVPs are processed as assigned. Coordinates interaction with meeting venue staff. Assists in or procures supplies for meetings.)
- 3. Assists in the implementation, evaluation, and improvement of designated public health program function(s).** (Coordinates workflow and work processes for designated program function(s). Facilitates communication among assigned team members. Makes recommendations to manager(s) for changes needed to designated program function(s) and assist in the implementation of approved changes. Assists program manager with budget and program plans.)
- 4. Provides consultation and community outreach.** (Educates about illness or injury that could result from not adhering to pertinent health codes and about how to correct known violations. Distributes and presents appropriate educational materials to target audiences. Answers questions from the public about assigned programs. Participates in media interviews concerning assigned programs.)
- 5. Assists with planning and reporting for designated program(s).** (Assesses community needs pertaining to designated program function(s). Develops plans. Assists with preparation of budget for designated program function(s). Interprets guidelines and recommends policy. Prepares and submits reports.)

6. **Supervises assigned staff.** (Interviews and makes hiring recommendation to fill staff and student vacancies in unit. Ensures direct report(s) have appropriate knowledge, skills, abilities and equipment to perform their duties. Ensures direct report(s) comply with policies and practices. Monitors staffing levels for assigned unit. Approves leave requests. Conducts performance evaluations. Updates job descriptions. Addresses performance/behavior issues. Reviews work of direct reports as necessary to ensure meeting desired outcomes and results. Meets with staff as appropriate. Recognizes staff's accomplishments/achievements.)
7. **Acts as Environmental Health Manager in absence of either.** (Serves in the capacity of Environmental Health Manager at the request of the Division Director or District Director of Health, or Environmental Health Manager. Sustains the operations of assigned program function(s) in absence of Environmental Health Manager.)
8. **Performs Administrative Duties as Assigned.** (Produces program reports as assigned by management.)
9. **Completes special projects.** (Responds to public health emergencies as assigned. Completes other special projects.)
10. **Performs other duties.** (Attends work as scheduled or uses approved leave. Collaborates in and contributes to individual, team, and/or organizational quality improvement and evaluation activities. Participates in internal and external meetings. Serves on internal and external committees. Completes timecard. Completes travel reports. Completes required training. Completes other assigned reports.)

Minimum Pre-Hire Qualifications:

All of the following:

- Valid, Active Driver's License, reliable transportation, and Bachelors degree in Environmental Health or closely related field from an accredited university/college plus 2 years of full-time responsible experience in assigned program(s) with 1 year in a supervisory capacity preferred.
- KY Registered Sanitarian/Registered Environmental Health Specialist designation or reciprocity eligible and maintain throughout incumbency.

Minimum Post-Hire Qualifications:

- Must attain and maintain any required certification(s) for assigned programs.

Desired Qualifications:

Same as above plus prior public health experience and/or bilingual English/Spanish.

To Apply:

Please submit applications through CareerBuilder only (www.careerbuilder.com).

We're sorry but to be fair we have to discard paper applications, faxed applications, and e-mailed applications without considering them.

For immediate consideration apply by 7/29/2022.

We'll accept your application as long as the position is posted on CareerBuilder.

Please reference code ENVSUP on any attachments or correspondence. No phone calls, paper applications, or paper resumes please. Selection will be made by interview(s), and/or review of submitted documentation, which must indicate that applicant meets minimum qualifications. Criminal background check will be required. Failure to meet any of the selection criteria shall disqualify an applicant.

Northern Kentucky Health Department Human Resources – ENVSUP

Please visit our website at www.nkyhealth.org to

view other opportunities to join our family.

EEO/M/F/Vets/Disabled/H