



Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

ENVIRONMENTAL HEALTH Generalist III			
Food Safety & Living Environment Program Supervisor			
Department:	Environmental Health	Reports to:	Environmental Health Director
Direct Reports:	Environmental Health Generalist I & II		
Assignment Category:	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part Time		
Classification:	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt		
Compensation:	\$ 33.09/Hr. - \$ 42.23/Hr. Line P of the wage scale		
Option to become a member of the local collective bargaining unit?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Summary Description: The primary purpose of the Environmental Health Generalist III (Program Supervisor) is to make sure food establishments, water recreation facilities, schools and camps are safe for the public use. This position will be involved in regulating food establishments, water recreation facilities, schools and camp programs. They are the primary contact with the state regarding these programs and are responsible for updating forms, documents, rule revisions, website updates, application process and establishing guidelines and training personnel. They will also work with communicable disease regarding foodborne and waterborne illnesses.

To ensure that the highest level of service is provided, additional duties and responsibilities may be assigned as needed and may include cross-functional responsibilities.

Job Duties and Responsibilities (Essential Functions):

Supervisor Role

1. Lead by example using a hands-on approach to management and an open-door policy. Empower team members by meeting regularly to discuss objectives, observations, progress and results achieved.
2. Creates and coordinates Special Projects and identifies project leads. Delegates projects to assigned functional leads.
3. Monitor work performance to ensure productivity and the needs of the department are met. Communicate training needs to EH Director.
4. Field complaints from team members and work to rectify them expediently.

5. Provide internal and external customer support and problem solving as a work product/services expert. Make recommendations to EH Director regarding solutions.
6. Ensure visibility on the floor and be available during busy hours whenever possible.
7. Oversees onsite and associated programs including schools and water recreation facilities.
8. Responsible for training Environmental Health Specialists.
9. Work closely with EH support staff with the application process.
10. Establish guidelines and processes for the various programs.
11. Assign duties to Environmental Health Specialists.
12. Review completed work by staff to ensure completeness and accuracy.

General:

1. Report health code violations to the principal/superintendent of the school and report health code violations to the owner/operator of food service establishments, water recreation facilities and camps via Washington State and Chelan-Douglas Health District (CDHD) codes, regulations and inspection forms.
2. Consult with the principal/superintendent or the owner/operator regarding ways to improve conditions and avoid future problems.
3. Independently interpret and apply regulations and policies to specific situations. Consult with Environmental Health Director as needed.
4. Represent CDHD at program levels to the public and other agencies.
5. Provide technical assistance and complaint response.
6. Accurately apply program policies and procedures to insure consistent regulatory outcomes.
7. Apply knowledge of bacteria, viruses, parasites and toxins to investigate reports of illness. Interview individuals to determine incubation times, symptoms and histories. Coordinate efforts with state Food Safety and the CDHD communicable disease section.
8. Respond to emergencies and immediate health hazards by giving assistance with the development of press releases, technical assistance and facilitating recalls.
9. Maintain the data base information on permitted establishments for billings and reports on inspection frequency, violations and compliance. Use the database to schedule inspections according to required monthly inspections and enforcement schedules.
10. Review and make recommendations on requests for variances from the regulations.
11. Shares responsibility for conducting inspections of temporary food service operations and weekly event coordination for temporary food service establishments. Coordinate with event sponsors and provide technical assistance to the participants.
12. Issues permits and approval letters.

Food Safety Program

- Conduct plan review approval for new construction, remodeling, and operational changes of food service establishments.
- Perform functions such as routine inspections, permitting, and regulation of enforcement

in food service establishments.

Living Environment

School Program:

- Conduct regular inspections for the school program.
- Conduct site review/approval and plan review/approval for all new school construction as well as remodels and/or additions including the addition of portable classrooms.
- Conduct preopening and routine inspections for K - 12 schools pertaining to inspectional standards that relate to buildings, plumbing and water supply, sewage disposal, ventilation, heating, temperature control, sound control, lighting and general safety.

Water recreation Facilities & Camps

Conduct routine water recreation facility and camp inspections.

Knowledge/Skills/Abilities:

- Continue own education by staying informed of industry trends, learning new skills and sharing relevant information with others. Take advantage of professional development activities through trainings and seminars when possible.
- Knowledge of legal due process requirements in environmental health enforcement.
- Ability to communicate both orally and in writing in a wide variety of circumstances and to people of differing levels of understanding.
- General knowledge of worksite safety issues and use of personal protective equipment.
- Excels at working in a team. Is patient and objective in difficult situations and with different types of people. Able to influence others to get “onboard” with agency initiatives. As unique situations arise, be sensitive to agency needs as well as colleagues and other internal personnel.
- Strong organizational, time management and project management skills. Ability to manage multiple and varied tasks in a fast-paced, high-volume regulated environment, highly proficient organizational skills and keen attention to detail.
- Strong analytical skills, with an ability to troubleshoot, problem-solve and effectively and efficiently make decisions.
- Improves the agency’s overall effectiveness by developing and implementing solutions and applying continuous improvement practices to increase efficiency and reduce costs.
- Ensure that the time and attendance policy is being adhered to.
 - Ensure overtime is monitored and team members are scheduled according to operational needs. Minimize overtime when possible.
 - Ensure that all working hours, including overtime, have been approved and recorded accurately for each time period worked.

Required Qualifications (Minimum):

- Registered Environmental Health Specialist (REHS) or Registered Sanitarian (RS) is

required.

- Minimum of five (5) years of full proficiency experience as an EHS II and (2) years of EHS supervisory experience.
- Strong computer knowledge required including Word, Excel, PowerPoint and Outlook.
- Ability to learn programs as required.
- Able to effectively maintain written and computer records in accordance with regulatory agencies.
- Valid Washington State driver's license or ability to obtain one within two weeks of date of hire.

Desired Qualifications

- Bi-lingual in Spanish and English.
- MPH or MS.
- SmartGov experience

***A combination of education, training, and experience, which has provided theoretical and practical knowledge, will be evaluated for equivalency.*

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation:

- Work involves repetitive manipulation of office equipment and the ability to operate a computer and other office productivity equipment, able to remain stationary at a computer or while driving for extended periods of time and move around their assigned workspace.
- Frequently move up to 25 pounds and occasionally move up to 50 pounds. Employee must be able to work within different temperature changes, indoors to outdoors in all weather conditions, moving between buildings and working around moving equipment/machines.
- Evening and weekend work occasionally required.
- Occasional exposure to moving objects and parts along with occasional exposure to extreme heat and cold.
- The noise level in the work environment is usually low.
- Ability to comply with the health policy or requested accommodation.
- May be required to wear PPE as needed.
- May require day travel during all seasons.

This Job Description does not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give you a general sense of the responsibilities and expectations of what this position requires. As the nature of business demands change, so may the essential functions of this position.