

**A-3**  
**ASSISTANT DIRECTOR FOR ENVIRONMENTAL HEALTH SERVICES**  
**NAUGATUCK VALLEY HEALTH DISTRICT**

**JOB DESCRIPTION**

**GENERAL STATEMENT OF DUTIES**

Carries out highly responsible and complex investigations, surveys, and inspections; proposes regulations; performs management duties such as planning and coordinating environmental activities within the jurisdiction of the Naugatuck Valley Health District; schedules, assigns, supervises and reviews work of subordinate employees; and does related work as required.

**ACCOUNTABILITY AND SUPERVISION**

Directly responsible to the Director of Health and provides supervision to the Environmental Health staff.

**WORKING ENVIRONMENT**

The Assistant Director for Environmental Health Services is required to perform occasional lifting of equipment and materials weighing up to 25 pounds. Duties require climbing up and down stairways, significant walking and/or standing, some of which may be on uneven ground. Working outdoors in inclement weather may be required. The work requires the use of a computer and other business machines.

**DUTIES AND RESPONSIBILITIES**

- Assists the Director of Health in enforcement of the Public Health Code, Connecticut General Statutes, local health ordinances and regulations.
  
- Plans, supervises, develops, implements and coordinates environmental studies, investigations, and programs in, but not limited to, the following areas: water supply; sewage disposal and subdivisions; swimming pools and bathing places, refuse storage, collection and disposal; public health nuisances; and water pollution. Other areas of supervision and coordination include housing, day care, schools, vermin control, lead investigations, radon hazards, asbestos detection and control, brownfields, and food services, among others.

- Supervises and evaluates environmental health staff including, but not limited to, sanitarians.
- Prepares reports of inspections and investigations. Collects samples as required.
- Prepares orders of violation and hearing notices where indicated.
- Consults with area officials concerning environmental matters.
- Responds by telephone, in person, or in writing to persons seeking information regarding health rules and regulations, specific complaints, license requirements, and other environmental health problems.
- Consults with Director of Health on new knowledge for adaptation to community environmental health programs with appropriate references to the scientific literature and other relevant sources.
- Evaluates and recommends revision of local environmental ordinances and practices on a regular basis.
- Plans, develops, and implements educational programs concerning the environment.
- Coordinates environmental health programs with other staff and programs in the health district when required.
- Attends meetings of the Board of Directors and other meetings and functions relating to departmental activities.
- Responds to emergencies and local public health occurrences of an urgent nature during and beyond the standard hours of operation.
- Performs related work and other duties as deemed necessary and delegated by the Director of Health.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of the modern methods, principles and practices of public health sanitation. Knowledge of inspection and investigation techniques; knowledge of the causes, impacts of, and solutions to current public health problems.
- Considerable knowledge of the sanitary sciences, including bacteriology, biology, chemistry and personal hygiene.
- Considerable knowledge of, and the ability to interpret, explain and enforce the laws, ordinances and regulations governing environmental sanitation.
- Ability to plan, coordinate and supervise the work of others.
- Ability to communicate effectively, both orally and in writing.
- Ability to follow oral and written directions.
- Ability to read and understand complex written material.
- Ability to prepare and maintain various records and reports, including computerized records and reports.
- Ability to be a team player and a team leader.
- Ability to deal with individuals in highly sensitive and confidential matters.
- Strong organizational skills, ability to competently manage multiple tasks, and an ability to work effectively with minimum direct supervision.
- Strong interpersonal skills with a desire to work collaboratively with individuals, groups, multiple agencies, the general public, and diverse communities.
- Computer skills including some database management.

## **QUALIFICATIONS**

Bachelors of Science degree from a recognized college or university with major course work in environmental health or public health; the physical, chemical or biological sciences; or sanitary or environmental engineering; and a minimum of three years experience, at least two of which should have been in a responsible supervisory position in this or a related field. A Master's Degree not required but highly preferred.

## **SPECIAL REQUIREMENTS**

- Certification in Food Service Inspection by the State of Connecticut.
  
- Certification in Subsurface Sewage Inspection Phase I and II by the State of Connecticut.
  
- Certification as a Registered Sanitarian by the State of Connecticut or possession of other equivalent certification, i.e. REHS acceptable to the Director of Health.
  
- Certification as a Lead Inspector by the State of Connecticut.
  
- Possession of a current CT Motor Vehicle Operator's License with access to a motor vehicle and current motor vehicle insurance coverage is required.
  
- Testing for substance abuse, a physical examination, and a criminal background check required as part of the employee procedures.
  
- Maintenance of the above certifications shall be a requirement for the employee to remain in this classification.