

ENVIRONMENTAL HEALTH SERVICES DIVISION MANAGER

GRADE: 15

GENERAL DESCRIPTION

Under the immediate supervision of the Public Health Chief Administrative Officer, the Division Manager will oversee the day to day management of public health health environmental service to include Sanitarian / Health Inspections, OSSF Septic System Inspections, Vector Control, Zoonosis, Animal Control, and TCEQ coordination within Hidalgo County. The position requires is a clear understanding and knowledge of the local, State, and Federal rules and regulations in the specified fields of supervision

EXAMPLES OF WORK PERFORMED

Assists with development, implementation, and administration of the Environmental Health Programs

Investigates or oversee investigations on various sanitation / public health concerns which may lead to communicable disease or public health risks and educates the public on personal hygiene various sanitation related topics

Must have a clear understanding of rules and regulations as governed by TCEQ and the Texas Water Development Board

Must collaborate with the various County departments and personnel assigned to provide oversight and compliance with the Federal and State required Municipal Storm Water remediation (MS-4) action plan

Performs public education, including radio, television, and newspaper interviews with Health Chief Administrative Officer consent

Conducts school workshops, disseminates information regarding sanitary methods in eating and drinking establishments, rabies control, swimming pool safety, and communicable disease prevention and control Works on specific environmental health studies as assigned

Inspects private and semi-private water and rural sewer system installations and operation

Coordinate soil analyses, water quality, and relate subdivision inspections in coordination with the Planning Department, Fire Marshals, and other related agencies

Inspects unsanitary conditions within the County which may yield various public health threats and implement action to correct and prevent from such threats from occurring. i.e. vector related, zoonosis related illness or concerns

Documents all environmental health complaints. And documents the out comes of stated complaints

Represents the Administration on Environmental Health matters in the absence of the Health Chief Administrative Officer or designee, with proper consent

With adhere to all the state and federal guidelines and required by code

Will be accountable for all supervision and performance of assigned employees

Will be responsible to review all time sheets, leave request and travel claims and/or county vehicle assigned to staff under your direction

Regular attendance is required

All other duties as assigned by the Public Health Chief Administrative Officer and/or designee

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Ten (10) years of experience as a OSSF Health Inspector with Five (5) of those years as a manager in Public Health. Graduation from a standard high school or GED equivalent.

Certifications, Licenses, Registrations

Must have proof of a current valid Texas Motor Vehicle Operator's License to operate county

Must be able to be insured by County Insurance carrier

Must possess Texas DSHS approved OSSF/DR license, Certified in Vector Control and Animal Control

Must be certified and maintain continuing education hours as required by the state certification board

Knowledge, Skills and Abilities

Ability to work well with others in a respectful and professional manner

Ability to demonstrate management skills in supervising various employees of different professions and vocational backgrounds

Ability to communicate effectively orally and in writing complex technical instructions

May be required to work other than normal hours including weekends and holidays

Immunization/TB Screening Requirements

Employees may be required to receive immunizations recommended by the ACIP, ACP, and TDH based on anticipated disease exposure (e.g. hepatitis B or rabies vaccines) TB skin testing may required

PHYSICAL DEMANDS:

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include near and distant vision, depth perception, color perception, and the ability to adjust focus or be corrected to 20/20.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually low.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

PUBLIC HEALTH TECHNICIAN II

GRADE: 11

GENERAL DESCRIPTION

Performs (journey-level) public health work. Develops and performs essential public health educational functions such as communicable disease awareness, obesity / diabetes prevention, education with emphasis on vaccine preventable diseases; and various public health awareness topics. Develops and performs public health educational workshops, health fairs, and overall community public health education focusing on improving Hidalgo County residents' lifestyles and health outlook. Participates in community committees/coalitions as a representative of the HC-HHS, as assigned by the Chief Administrative Officer and or Director of Nurses.

EXAMPLES OF WORK PERFORMED

Develops bilingual educational materials for presentations at appropriate level of use, for wellness & disease prevention.

Conducts wellness education to work sites and schools.

Places special emphasis to County residents on the prevention of smoking, healthy food choices, obesity / diabetes prevention, and education with emphasis on vaccine preventable diseases; and various public health awareness topics

Targets work sites in developing and implementing programs on smoking / tobacco cessation and promoting healthy eating habits, and overall promoting a healthier lifestyle

Responsible for speaking upon request and on a schedule basis, to clinics, community organizations, school districts, work places, and various County based programs

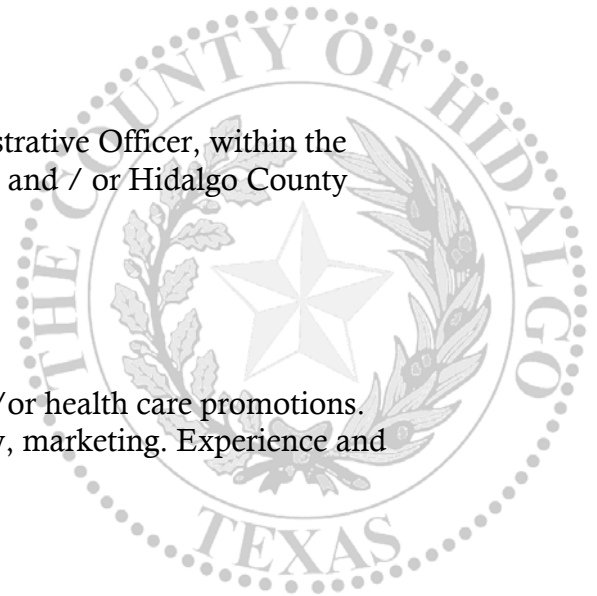
Must have experience in assisting with Emergency Operations and be able to respond with little notice to various emergency operations as requested.

Deployment to such events may require the capacity to stay for several days when indicated

Assist the Hidalgo County Health & Human Service's Divisions', on developing public health educational / promotional materials / events. Under the direction of the Chief Administrative Officer, and / or Director of Nurses

May assign and/or supervise the work of others.

Performs related work as assigned by the Chief Administrative Officer, within the Divisions of Hidalgo County Health & Human Services and / or Hidalgo County



GENERAL QUALIFICATION GUIDELINES

Experience and Education

Five (5) years experience in materials development and/or health care promotions. Associates Degree or higher in advertising, photography, marketing. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Computer skills for data entry, word processing, & power point

Ability to communicate effectively orally and in writing

Ability to speak in public to all age groups

Education and experience developing educational health programs

Demonstrate a clear working knowledge of the use of digital cameras / video equipment, and the various editing software required to produce a range of educational materials and special projects as assigned

Ability to work extended hours as assigned

Maybe be required to work other than normal hours including weekends and holidays

CERTIFICATES, LICENSES, REGISTRATIONS

Employee must have proof of a current valid Texas Motor Vehicle Operator's License;

Must be able to be insured by County Insurance carrier.

IMMUNIZATION/TB SCREENING REQUIREMENTS

Employees may be required to receive immunizations recommended by the ACIP, ACP, and TX-DSHS based on anticipated disease exposure (e.g. hepatitis B or rabies vaccines) TB skin testing may required

PHYSICAL DEMANDS:

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations