

## Environmental Health Coordinator

Seeking full-time qualified candidate to supervise and coordinate environmental health programs; including scheduling and assignment of staff, staff development and measurement of outcomes. Must be licensed by the State of Connecticut as a Registered Sanitarian; be licensed in subsurface Phase I and II; food safety inspection and lead inspection

Applications for this position will only be accepted **electronically**. Please visit [www.westhartfordct.gov/health](http://www.westhartfordct.gov/health) for a full job description. The deadline for this recruitment will be August 17<sup>th</sup>, 2020, 11:59 p.m. Please submit a cover letter and resume to: Aimee Krauss, Director of Health at [aimee.krauss@westhartfordct.gov](mailto:aimee.krauss@westhartfordct.gov)

*The WHBHD shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. WHBHD provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA).*

**JOB TITLE:** Environmental Health Program Coordinator

**REPORTS TO:** Director of Health

**JOB PURPOSE:** To supervise and coordinate Environmental Health programs; including scheduling and assignment of staff, staff development and measurement of outcomes. To assist the Director of Health to assure programs meet objectives. In the absence of the Director of Health to provide direction to respond to the needs of the community within the scope of authority designated to this position.

## **WORK**

**ENVIRONMENT:** Work is performed under the direction of the Director of Health and responsibilities are carried out with professional judgment and action subject to the requirements of applicable laws, rules, regulations and established policies. Work is performed primarily in a professional business office environment. Work may require occasional work outside business hours. Field work is required. May be exposed to infectious or contagious diseases. May require the use of protective clothing or gear. May work in confined or restricted areas. May occasionally involve incidental exposure or physical harm. May be exposed to radioactive equipment. Work is conducted out of doors in weather extremes. May have frequent interaction with agitated individuals. May have to lift items weighing up to fifty pounds.

## **ESSENTIAL JOB FUNCTIONS:**

Maintains a responsive and professional public image.

- Represents the West Hartford-Bloomfield Health District in all areas of Environmental Health Programs, including, but not limited to public awareness and enforcement of applicable laws, regulations and policies.
- Coordinates programs with other State and municipal services and departments as needed.
- Maintains liaison relations with other public health providers.

Facilitates the effective and efficient operation of the office.

- Provides direction to the staff as needed.
- Maintains positive employee relations.
- Recognizes staff for accomplishments in performance of their duties.
- Assist in the administration of the operations of the District as directed by the Director of Health.
- May have additional responsibilities as designated by the Director of Health.

Enhances the accomplishment of program goals.

- Actively participates in the development, implementation and completion of Health District program goals as directed by the Director of Health.

### **ADDITIONAL DUTIES**

- Performs the job duties and functions of the primary full time job classification of Environmental Health Sanitarian III.
- Demonstrates job performance as determined by the Director of Health in accordance to existing District policies.
- Position may include increase supervisory responsibilities in the absence of the Director of Health.
- Reviews, monitors and reports on environmental health staff job performance and makes recommendations for improvement as appropriate and in accordance to District policies.

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

- Knowledge of laws and regulations governing communicable disease prevention and control.
- Knowledge of public health laws, ordinances and regulations.
- Skill in communicating effectively, both oral and written.
- Skill in decision making under uncertain conditions with limited data.
- Skill in utilizing computer hardware and software applications as needed.
- Ability to analyze data to recognize potential and real public health threats to the community.
- Ability and skill to work effectively with the District board and staff, municipal staff, peers, community groups and other organizational entities.

### **MINIMUM QUALIFICATIONS**

Must be licensed by the State of Connecticut as a Registered Sanitarian. Must be licensed in subsurface Phase I and II, food service and lead inspection. Must have and experience and demonstrated job performance equivalent to the Sanitarian III position of the Health District. Masters in Public Health preferred.

6/22/2020