

Vacancy Announcement for Environmental Health Director

Under the direction of the Health Officer, the Environmental Health Director is responsible for the overall management of the Environmental Health Division. Develops and implements policies, codes and procedures for the enforcement of local, state and federal environmental health statutes, regulations, and codes. Responsible for the oversight of all staff within the Environmental Health Division.

Employment Qualifications:

- Education: Bachelor's degree in environmental health or related field is required. Master's Degree is preferred. Minimum of six (6) years of experience in environmental public health programs. Registered Sanitarian Certification in the State of Michigan or Registered Environmental Health Specialist (REHS) through the National Environmental Health Association. The Community Health Agency, at its discretion, may consider an alternative combination of formal education and work experience.

Experience & Required Skills:

- Ability to plan, organize, and direct all aspects of assigned program(s) including personnel, budget, oversight, planning, and general administration. Develops and implements policies, procedures and regulations.
- Assesses divisional operations, staffing levels, facilities, and equipment. Analyzes budgetary and resource needs, makes recommendations for improvements, and implements changes. Monitors operational costs and makes recommendations for increasing efficiency.
- Assigns or delegates responsibility for assignment of work, directs personnel, evaluates performance of all employees, and assures necessary training and professional development. Takes disciplinary action according to established procedures.
- Participates in the assessment, development, and implementation of overall agency policies and procedures.
- Interprets laws, codes, and standards relevant to environmental health policy. Develops policies, inspection practices and reporting mechanisms in cooperation with the Health Officer. Communicates with the Health Officer at least weekly on issues of deviation.
- Establishes program priorities and schedules orderly inspection of public and private facilities to determine conformance to minimum acceptable health standards.
- Examines proposed building or land use plans to determine adequacy and presence of systems necessary to eliminate pollution and health hazards. Makes authoritative recommendations for change as needed.
- Assists local residents, builders, architects and others with environmental health problems, making technical recommendations to correct substandard facilities or potentially defective plans. Explains intent of laws, codes and ordinances, clarifying as needed.
- Evaluates inspection reports and seeks voluntary compliance of involved individuals. As necessary, orders closure or abandonment of facilities pending legal action.
- Updates inspection and reporting procedures based on program changes and changes in the laws.
- Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
- Performs other duties as directed.

Special Requirement: Must have a valid Michigan Driver's License and reliable transportation, as work-related travel is required.

Salary and Fringe Benefits:

This is a full-time position with a home office placement in one of our three offices; 37.5 hours per week with a starting wage of \$36.31 per hour. BHSJCHA offers a full range of fringe benefits including Health, Dental, Optical, and Life Insurances, Sick and Annual Leaves, an Employer Contributed Retirement Savings Plan, Flexible Spending Plan.

Branch-Hillsdale-St. Joseph Community Health Agency is an equal opportunity employer that values diversity. All employment decisions are based on qualifications, merit, and business need.

Application Process:

Qualified applicants should submit their resumes with cover letter to:

Kayse O'Donnell

Human Resources Support Specialist

Branch-Hillsdale-St. Joseph Community Health Agency

570 Marshall Rd

Coldwater, MI 49036

odonnellk@bhsj.org



benefits of working in

PUBLIC HEALTH

Helping people live healthier

Why work in public health?

- Make a difference in the community
- Promote a healthy environment
- Job stability and opportunities for career development
- The field is ever evolving and you can influence health policy
- Improve the lives of children, families, and the elderly
- Eradicate disease



- 12 Paid Holidays -no waiting to be eligible for holiday pay
- Health, Dental, and Vision insurance coverage begins 1st day of employment. Plan options as low as \$0 employee contribution.
- Vacation Time accrues from first day of employment, 16 days earned in the first year.
- Sick Time accrues from first day of employment, 12 days annually
- Work week is 37.5 hours, and generally Monday-Friday from 8 am - 4 pm.
- Company paid Life Insurance and Short-term Disability
- AFLAC options available
- Healthcare Savings and Flexible Spending Accounts available
- Municipal Employee Retirement System with employer contribution of 5%
- Qualified Employer under the Public Service Student Loan Forgiveness Program

www.bhsj.org/careers

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