

**INGHAM COUNTY
JOB DESCRIPTION**

DEMAND PROGRAMS SUPERVISOR

General Summary:

Under the supervision of the Environmental Health Director, supervises the Demand Programs in the bureau including, but not limited to, groundwater treatment systems, public and private water supply systems, drinking, surface, and groundwater monitoring, building and shelter sanitation, groundwater protection programs and geographic information systems for computer analysis. Manages contracts and agreements with other agencies and institutions, supervises investigations and evaluations, and develops programs to protect the public health and environment. Develops and manages various Geographic Information Systems (GIS) computerized data bases for assisting in bureau work.

Essential Functions:

1. Plans, develops, administers, and evaluates Demand Environmental Health Programs which conform to the goals and objectives of the department and meet minimum program requirements set by state, federal, and local standards, policies, guidelines, and grant funding requirements.
2. Supervises staff engaged in testing, evaluation, consultation, and education related to a variety of Demand Environmental Health Programs and the enforcement of federal, state, and local environmental health laws. Oversees the personnel management functions of employment interviewing and selection, training, assigning functions, scheduling, reviewing and evaluating performance, and addressing employee relations issues.
3. Supervises staff to assure a high quality of professional service, maintain health standards, and monitor performance in relation to goals and objectives. Ensures that there is adequate professional development and in-service training for all staff. Oversees and participates in continuing in-service education activities.
4. Works with the Director of Environmental Health to identify the need for new programs and plans program content, staffing needs, budget and program goals. Develop and implement Demand Program policies, operations, and procedures. Reviews county and state sanitary code with staff and oversees any county code revisions or amendments. Drafts code revisions, interdepartmental agreements, desired regulations, and proposed legislation.
5. Assists the general public in the office or by telephone with their complaints and questions regarding sanitation and environmental health matters. Gives advice on the prevention and resolution of problem matters and responds to complaints regarding potential environmental concerns.
6. Coordinates the review and oversight of cases involving permit denial, enforcement action, or legal action. Coordinates administrative hearings and testifies at court proceedings related to licensing and permitting activities and appeals of permits denied.

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7. Provides program budgeting recommendations and participates in the planning and preparation of the budget for assigned program areas. Authorizes expenditures and monitors budget expenditures throughout the year to ensure expenditures are within budget limits. Prepares end of fiscal year reports for minimum program requirements for reimbursement of contracted state programs.
8. Works with local building staff, social workers, and other local agency staff to investigate complaints, concerns, or other situations involved with buildings, shelters, and general land and property use and public living conditions.
9. Provides technical guidance and assistance to professional staff, other community professionals, other public agencies, and private citizens on community health programs and related health issues.
10. Addresses community or professional groups explaining environmental health issues and activities and the extent of environmental problems and proposes solutions. Addresses the media to provide technical information and the department's position on environmental hazards.
11. Manages and maintains the Ingham County Groundwater Computer data base system of hydrogeologic and groundwater chemical data.
12. Supervises special projects that are initiated within the bureau or by contract with federal, state, or other local agencies.

Other Functions:

13. During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications:

Education: Possession of Master's Degree in Environmental Health or a related field.

Experience: Four years of experience as a Sanitarian with at least one year as a Registered Sanitarian.

Other Requirements: Possession of current registration as a Sanitarian in the State of Michigan. Possession of a valid Michigan driver's license.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional

standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements (This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):

Walking over uneven terrain, agricultural fields, and wooded areas to conduct land evaluations.
Ability to travel throughout the County to conduct inspections and attend meetings.
Ability to enter and access information using a computer.

Working Conditions:

Works outside in various types of weather conditions.
Exposure to environmental hazards during course of evaluations and investigations.

