CITY OF HOUSTON

JOB DESCRIPTION

Job Code: **731.4**

Job Title: **ENVIRONMENTAL HEALTH SUPERVISOR**

Pay Grade: **24**

GENERAL SUMMARY:

Supervises a team of Environmental Health Specialists and oversees the daily activities and technical inspections of a Health Inspection Services section. Performs specialized and highly technical environmental health inspections of public and private establishments, locations and vehicles to ensure compliance with City health ordinances, statues and regulations.

RESPONSIBILITES:

- Supervises a Health Inspection Services section by planning, organizing, directing, and coordinating daily activities for a section to maximize the accomplishment of goals and objectives and improvement of operational efficiency.
- Oversees and reviews inspections in various establishments or locations e.g., retail and food service establishments, institutions, aquatic facilities, apartment, laundromats, sewage and water systems, vehicles, private residences, etc. to detect possible health code violations.
- Ensures proper collection of food or water samples for laboratory analysis; approves condemnation of unsafe food, quarantine of equipment and/or temporary closure of facilities.
- Conducts audits of Variance and Hazard Analysis Critical Control Point (HACCP) plans prior to approval by the Chief Environmental Health Specialist..
- Oversees the investigation of community health complaints of poor sanitation in public establishments or private property; explains City health ordinances and recommended corrective actions by staff; determines and ensures follow-up inspections; issues warnings or citations.
- Advises, educates and furnishes public health information and interpretations to the public, business owners, governmental agencies, civic or education groups on environmental issues, City health and food ordinances, regulations, safety, policies, and compliance matters; serves on task forces and special committees.
- Compiles and interprets statistical data from various data sources. Revises area or program policies, procedures and output measures; participates in developing divisional goals and objectives; interviews, evaluates and recommends subordinate staff for hire.
- Interfaces with government agencies, establishments and field staff to address environmental concerns.

SPECIFICATIONS:

KNOWLEDGE:

A Bachelor's degree, must include 30 semester hours in basic or applied science courses, is required.

EXPERIENCE:

Three years of experience, in a closely related field, are required.

License: A State of Texas Registered Sanitarian License is required and must be maintained

A valid Texas driver's license.

Substitution: No substitutions for education, experience or certification.

SPECIFICATIONS: (continued)

COMPLEXITY:
Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and procedures, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:
Errors in work cause moderate expenses and inconveniences. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The manager generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:
Involves scheduling, supervision and evaluation of work as a "first-line supervisor". Recommends personnel actions such as hiring, terminations, and pay changes of non-supervisory personnel.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with professionals and managers. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems

External Contacts:
Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation, e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:
The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:
There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:
Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:
All duties and responsibilities may not be included in the above job description. Performs related work as required.

JOB FAMILY:
Environmental Health Specialist I
Environmental Health Specialist II
Environmental Health Specialist III
Environmental Health Supervisor
Chief Environmental Health Specialist