

Portage County Combined General Health District

JOB POSTING



Position: Environmental Health Supervisor (Food, Pool, Camps)
Division: Environmental Health Division
Location: Ravenna, Ohio
Job Status: Full-Time – Non-Exempt; 120 days probationary period
Work Schedule: Office Hours are Monday – Friday 8:00AM- 4:30PM. Hours may vary.
May require some weekend and evening work.
Salary Range: \$26.00- \$34.00 per hour
Reports To: Justin Rechichar, Director of Environmental Health

The Portage County Health District's Mission is to **promote** public health, **prevent** disease, and **protect** the environment, utilizing leadership and partnership to empower individuals and communities to achieve optimal health.

Portage County Combined General Health District benefits:

- Schedules to support a work/life balance.
- Robust benefits including medical, dental, vision, and a robust employee assistance program (EAP).
- Life insurance, short- and long-term disability options, Ohio Deferred Comp and more!
- Vacation time, personal time, sick time, and paid holidays.
- OPERS retirement system for State of Ohio employees. The employee contributes 10% of their salary and PCHD contributes 14% of the employee's salary. Visit the OPERS website for more information.
- Employee Wellness Programs
- Tuition Reimbursement, professional development opportunities and much more!

Job Description:

- Manages, evaluates, and enforces basic environmental public health programs such as Food, Pools, Campgrounds and Tattoo/Body Art.
- Assist with program policy development, training, and implementation. Implement computer-based field inspection and performance management processes. Assist with the program cost methodology and assessment. Ensures necessary reporting requirements and program standards are met. Maintains all program related records.
- Ensures state compliant program standards and reporting requirements are met. Maintains all program related records.
- Provides technical assistance and advises owners, operators, and community members regarding program laws and regulations. Enhances the processes for electronic issuance and tracking of licenses and permits.
- Enhances computer-based field inspection and performance management processes in line with agency goals. Reviews and audits inspections and reports for accuracy.
- Carries out supervisory responsibilities in accordance with the PCHD policies and applicable laws. Responsibilities include participation in interviewing, recommending, and training employees; planning, assigning, and directing work; assisting in appraising performance; addressing complaints and resolving problems.
- Attend Board of Health Meetings, Environmental Health meetings or similar activities.
- Provides and participates in professional educational activities.
- Assists with grants applicable to environmental public health practice.

Organizational Duties:

- Participate in quality improvement team projects and quality improvement training initiatives as applicable/required and incorporate the principles of quality improvement into daily work activities.

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- Participates in public health emergency activities as needed.
- Incident Command System/National Incident Management System training.
- Attend and participate in agency training, events, and activities.
- Gathers and organizes documents to satisfy public records requests or other reporting obligations.
- Implement performance management and evidenced-based practice evaluations of mandated and non-mandated programs.
- Provide and support opportunities for reporting staff to participate in quality improvement team projects and quality improvement training initiatives and ensure incorporation of the principles of quality improvement into their daily work activities.
- Other duties as assigned. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Minimum Qualifications:

- Certificate of registration as a Registered Environmental Health Specialist (REHS) issued by the Ohio State Board of Sanitarian Registration in accordance with Chapter 4736 of the Revised Code.
- Bachelor's degree in environmental public health or equivalent.
- Understands public health significance of core public health programs.
- Ensures compliance and enforcement with applicable state and local environmental health standards.
- Possess knowledge of computer generated/software-based inspections and performance management.
- Valid driver's license, proof of insurance and reliable transportation
- Ability to pass drug screening and background check.
- Five years registered sanitarian status preferred.
- Two years supervisory experience preferred.

Skills/ Abilities:

- Skilled in computer-based programs and field inspections.
- Excellent verbal and written communication skills.
- Excellent interpersonal, leadership, and organizational skills.
- Creative and effective problem-solving skills.
- Ability to accept constructive feedback and to work collaboratively with employees, management, and other stakeholders.
- Proficiency with Microsoft Office Suite

Must be legally authorized to work in the United States without requiring sponsorship for employment visa status now or in the future. Employees hired for a position that is funded in whole or in part by a designated funding source may be laid off when the funding source is reduced or eliminated.

Pre-Employment Testing Requirements: Criminal Background Check, Pre-employment Drug Testing

Work Environment/Physical Demands:

Substantial field work that includes daily visits to businesses, homes, construction sites, vacant properties, and various other settings. Requires the ability to navigate uneven terrain and congested worksites. The various work sites could include potential exposure to inclement weather, extreme temperatures, insects, wildlife, unpleasant smells or odors, excessive levels of dust and dirt or exposure to fumes, airborne particles, pesticides, toxins, raw sewage, and other elements of outdoor work. Also, general office setting in the Health Department facility requiring sedentary to light work which may include sitting, walking, climbing, reaching, standing, talking, and listening. The role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must frequently lift

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and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Apply:

Interested applicants should submit the following:

1. Resume
2. Cover letter
3. [PCHD Employment Application](#)

Deadline for Applying: Open until filled.

All applicants offered positions with PCHD must submit to and pass a background check and drug screen before beginning work. Applicants with disabilities may contact Sarah Meduri, Director of Personnel and Administrative Services at Smeduri@portagehealth.net or 330-296-9919 ext. 109 to request and arrange accommodations.