

Portage County Combined General Health District

ENVIRONMENTAL HEALTH DIVISION

JOB POSTING



Position:	Director of Environmental Health
Division:	Environmental Health Division
Classification:	Full-time, FLSA-exempt position subject to a one-year introductory probationary period in accordance with PCHD personnel policy.
Work Schedule:	Schedule typically Monday–Friday, 8:00 a.m.–4:30 p.m., with occasional evening, weekend, and emergency response hours as required.
Salary Range:	\$34-\$44 per hour or (\$70,720-\$91,520 annually) Based on qualifications and experience.
Reports To:	Health Commissioner

Position Summary

The Portage County Health District (PCHD) works to protect and improve the health and well-being of all residents through prevention, education, partnerships, and data driven public health programs.

We are seeking a collaborative and experienced public health leader to serve as our **Director of Environmental Health**.

The Director of Environmental Health provides leadership, oversight, and strategic direction for environmental health programs at the Portage County Health District. This position supervises environmental health staff, manages division operations and budgets, and works closely with PCHD leadership, community partners, and regulatory agencies to ensure the delivery of high-quality environmental health services.

The Director serves as a key member of the agency leadership team and helps identify emerging community environmental health needs while implementing programs aligned with the agency mission.

Job Description:

- Provide leadership and management of environmental health programs in accordance with State of Ohio regulations and public health best practices.
- Supervise environmental health staff including hiring recommendations, training, work assignments, performance evaluations, and professional development.
- Manage division budgets and assist in developing cost methodologies to support program operations.
- Provide technical expertise and guidance to the Health Commissioner, local governments, businesses, and community stakeholders on environmental health issues.
- Identify community environmental health needs and implement data driven programs and solutions.
- Assist staff with inspections and environmental health investigations as needed.
- Support and contribute to Portage County Health District initiatives and public health programs and services, including program implementation, compliance, and reporting as applicable.

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- Collaborate with the Community Health, Nursing, Administration and Finance Divisions in the planning, development, and implementation of programs, services and initiatives.
- Participate in Board of Health meetings and leadership briefings as needed, preparing and presenting reports, program updates, and recommendations related to environmental health programs, services, and public health priorities.
- Serve in leadership roles supporting emergency preparedness and agency accreditation initiatives.
- Act as a public health liaison to community boards, advisory councils, coalitions, and committees to strengthen partnerships and improve health outcomes.
- Participate in public health emergency response activities as required. All employees of the Portage County Health District have a role in emergency response and may be called upon to assist in response efforts that protect the health of the community.
- Perform other duties as assigned. This job description is not intended to be a comprehensive list of all responsibilities. Duties and responsibilities may change based on organizational needs.

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.
- Participate in public health emergency response activities as needed, including roles within the Incident Command System/National Incident Management System.
- All health district employees have an emergency response role and may be expected to respond to threats to the public's health in accordance with the Portage County Combined General Health District Emergency Response Plan.
- Attend and participate in agency-sponsored training, events, and activities.
- Gather and organize documents to fulfill public records requests and other reporting obligations.
- Participate in organizational activities that support and enhance agency accreditation.
- Maintain reasonable and reliable attendance to meet organizational needs and objectives.
- 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.

Minimum Qualifications:

- Registered Environmental Health Specialist (REHS) licensure required, with a minimum of five years as an REHS.
- Bachelor's degree in environmental health sciences or related field required.
- Master of Public Health (MPH) preferred.
- Minimum five years of management or supervisory experience in public health is strongly preferred.
- Demonstrated experience with budgeting, cost methodologies, grants, and program management.
- Experience supervising staff and building effective teams.
- Strong communication, leadership, and public speaking skills.
- Ability to collaborate with PCHD team, community partners and stakeholders.
- Proficiency in Microsoft Office Suite.
- Strong written and verbal communication skills
- Excellent organizational and time-management skills

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- Ability to work autonomously, manage multiple projects and meet deadlines.
- Able to provide consistently high levels of customer service.
- Ability to proofread documents for content, grammar, and spelling.
- Ability to maintain confidentiality.
- Valid driver's license and auto insurance.
- 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.

Work Environment and Physical Demands:

General office setting in the Health District facility requiring sedentary to light work which may include sitting, walking, climbing, reaching, standing, talking, and listening with occasional exposure to adverse environmental conditions. Work performed may be subject to adverse weather conditions and challenging interactions with community members. Some travel may be required; reliable transportation, a valid driver's license, and current auto insurance are required, along with the ability to maintain insurability under the health district's vehicle insurance policy. The role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and other office equipment. While performing the duties of this job, the employee is regularly required to talk or listen. 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 and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

PCHD provides reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act.

Pre-Employment Testing Requirements:

Criminal Background Check, Motor Vehicle Record and Pre-employment Drug Testing

Apply:

Interested applicants should submit the following:

1. Resume
2. Cover letter
3. Employment Application

Deadline for Applying: Open until filled.

Posted: 3/4/2026