

# **LICENSED ENVIRONMENTAL HEALTH PRACTITIONER SUPERVISOR**

**Division:** Environmental Health  
**Immediate Supervisor:** Director of Environmental Health  
**Bloodborne Pathogen Risk Classification:** 3  
**Fair Labor Standards Act (Exempt Status):** E  
**Salary Schedule Pay Grade:** 9

**Updated: December 2003**  
**Reviewed: February 2018**

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As with any public sector employment, job descriptions, performance standards, and duties assigned are subject to change dependant on funding allocation and community expectations.

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## **Summary of Duties:**

1. Responsible for coordination of assigned staff.
2. Directly supervises all staff within the Environmental Health Program.
3. Reviews, plans, and surveys licensed facilities to determine compliance with applicable rules and regulations.
4. Institutes record systems and report forms for office and field use.
5. Completes activity reports and records of surveys, investigations, and correspondence.
6. Participates in epidemiological surveys including, but not limited to, foodborne illness outbreaks and waterborne illness outbreaks.
7. Explains local and state regulations, offers guidance on environmental health practices and principles; advises regarding improvements or corrections necessary to assure compliance with applicable rules and regulations.
8. Ensures compliance of all county ordinances relative to environmental health.
9. Performs other duties as assigned.

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## **Minimum Qualifications:**

Requires a State of Illinois license as an Environmental Health Practitioner.

Requires the successful completion and maintenance of the Illinois Department of Public Health Food Service Managers Certificate Examination within six months of employment.

Must be efficient and able to organize and prioritize multiple tasks. Works well independently and as a team member. Handles assigned tasks and work

responsibilities as outlined by program and/or Department goals and objectives with minimal supervision. Demonstrates the ability to develop professional relationship with colleagues and community leaders.

**Essential/Non-Essential Functions:**

With minimal external direction, assumes major responsibilities for the implementation and maintenance of food safety program, potable water supply program, sewage disposal, and community and general environmental health programs. Program activities shall assure compliance with local and state laws, regulations, and basic environmental health principles.

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**Physical/Mental Attributes:**

Must be able to write and operate a key board. Must have a valid driver’s license and dependable vehicle. Must be able to walk, stand and manipulate various environmental inspection and field sampling equipment. Must be able to lift and carry environmental health equipment not to exceed twenty-five (25) pounds.

Ability to work independently, ability to organize and prioritize tasks. Handles assigned tasks with minimal supervision. Ability to assume responsibility of environmental health duties.

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**Public Health Workforce Competencies**

All Knox County Health Department positions are assigned competencies from the “Core Competencies for Public Health Professionals,” defined by the 10 Essential Public Health Services. The competencies are organized into 8 domains with specific competencies that match this positions required skills.

Descriptions of each competency can be found at:

[http://www.phf.org/programs/corecompetencies/Pages/Core\\_Public\\_Health\\_Competencies\\_Tools.aspx](http://www.phf.org/programs/corecompetencies/Pages/Core_Public_Health_Competencies_Tools.aspx)

- Analytical/Assessment Skills (1B8)
- Policy Development/Program Planning Skills (2B5)
- Communication Skills (3B1, 3B2, 3B5)
- Cultural Competency Skills (4B1, 4B2, 4B3, 4B4, 4B5, 4B6)
- Community Dimensions of Practice Skills (5B1, 5B5, 5B6, 5B7, 5B9, 5B10)
- Public Health Sciences Skills (6B1, 6B2, 6B4, 6B5, 6B6, 6B8, 6B9)
- Financial Planning and Management Skills (7B3, 7B10)
- Leadership and Systems Thinking Skills (8B1, 8B3, 8B5, 8B6, 8B7)

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**Performance Standards:**

Performance will be measured in accordance with the Knox County Health Department approved evaluation tool and established work performance standards.

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Administrator Signature

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Employee Signature

