



QUININIACK VALLEY HEALTH DISTRICT
Chief of Environmental Health Services

Location: 1151 Hartford Turnpike, North Haven, CT 06473
Reports to: Director of Health
Position Status: Full-Time
Weekly Hours: 35
Affiliation: Non-Union, Salaried, Exempt Classification

General Statement

The primary responsibility of this position is to manage QVHD's environmental health programs, to supervise and provide technical assistance to the environmental health staff, and to develop environmental health procedures and policies to ensure consistent investigations and inspections.

I. Distinguishing Characteristics

This position provides operational support to the Director of Health, including program planning, implementation, and management. Incumbent leads and independently performs the full range of duties for the district's administrative operations and provides leadership, trains/directs environmental staff, student interns and volunteers as necessary. Incumbent works under the general supervision of the Director of Health and within the framework of applicable policies and procedures, program objectives and recognized public and environmental health practices. In addition to multi-tasking and responding to situations promptly, professionally, and accurately, incumbent must also have the ability to present ideas in an easily understood manner, to use proper judgment and tact, to work within the government structure, and to work with the staff and the Board as a team player.

II. Essential Duties and Responsibilities

Manage District environmental health division

- Coordinate assignments and implement programs; assist the environment staff in solving more complex investigations and inspections
- Monitor and recommend training for environmental health staff to maintain licenses, certifications and competencies
- Oversee the administrative interactions for providing licenses and permits
- Manage a quality review of environmental health approvals and inspections
- Oversee developing and maintaining adequate environmental health records and statistical data
- Responsibilities may include emergency planning and response, and may need to respond to and/or support the emergency needs of the community beyond the standard hours of operation

Provide operational support to the Director of Health

- Develop/maintain environmental health policies and procedures manual under guidance of Director of Health
- Assist in submission of grant proposals; direct and oversee grants and other special projects as assigned by the Director of Health
- Contribute to the maintenance of the QVHD webpage by providing current and relevant environmental health information / notices for posting
- In the Director's absence, this position represents the QVHD's environmental health media relationships
- Assist the Director in the supervision and development of all agency information systems
- Work as a key member and support the QVHD's management team

The above essential duties and responsibilities are not intended as a comprehensive list; they are intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform additional related duties.

III. Knowledge, Skills and Abilities

Knowledge of

- Modern methods, principles, and practices of environmental and public health
- Federal, state, municipal laws, codes, ordinances, and regulations as it relates to the position
- Techniques of collecting and analyzing data, including interviewing and investigation techniques.
- Experience with a municipal organization
- Local public and environmental health theory, activities, procedures and the relevant Connecticut State Statutes, Connecticut Public Health Code and epidemiology
- Competence in qualitative and quantitative analysis of public and environmental health data and technical reports

Ability to

- Establish and maintain effective working relationships. Ability to work with others and to work independently
- Organize/facilitate groups and work collaboratively with diverse organizations, interests, and all segments of the public
- Prepare clear and concise case records/reports and consistently produce accurate work
- Strong communication and organizational abilities. Communicate effectively orally and in writing
- Make decisions, prioritize, and speak in public in a leadership role
- Work as a key member of the District management team

IV. Minimum Qualifications

- Bachelor's degree with a major in environmental health, public health, biological sciences, sanitary engineering or closely related field. Master's degree in environmental health or public health preferred
- At least five years of experience (with at least two years of supervisory experience desired) in environmental health

V. Licenses, Certifications, Special Requirements

- Valid certification as a Connecticut Registered Sanitarian or Registered Environmental Health Specialist
- Food Establishment Inspector Certification from the State of Connecticut. Food Inspector Training Officer (FITO) preferred
- Connecticut Lead Inspector/Lead Assessor Certification
- Phase 1 and Phase 2 Subsurface Sewage Disposal Certification from the State of Connecticut
- Must possess and maintain a valid driver's license
- May be required to obtain additional certification as a result of legislative requirements

VI. Physical Demands and Working Conditions

Work is performed in an office environment and may include various community settings with travel to inspection sites. Work may include outside inspections in extreme weather conditions. Must be able to reach, bend, and push/pull/lift objects less than twenty (20) pounds. Work may be performed outside of normal business hours to respond to emergency situations and/or Public Health District needs. May be exposed to body fluids, hazardous wastes material, toxins, and/or poisonous substances.

VII. Salary & Benefits

Salary is commensurate with experience. A substantial sign-on bonus is currently being offered as incentive.

QVHD offers a comprehensive benefits program, which includes Medical Insurance (Connecticut Partnership Plan - Anthem Blue Cross Blue Shield), Dental Insurance (Cigna), a 457 Retirement Plan (VOYA Retirement), Life Insurance / AD&D (Sun Life Financial), Short-term Disability, 14 paid holidays and PTO (vacation, personal, and sick days).

VIII. Application Submissions

Please visit <https://www.qvhd.org/job-openings/> to download fillable application PDF

Resume/CV, completed application, and letters of reference are to be submitted via email: Recruit@qvhd.org

Deadline: Open until position filled | QVHD is an Equal Opportunity Employer.