

GENERAL INFORMATION

Job Title: Environmental Health Manager
Location: Blount County, Maryville, TN 37804, United States
Base Pay: \$76,738.00 - \$87,826.00 / Year
Employee Type: Full Time
Job Category: County
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BLOUNT
COUNTY

Environmental Health Manager

POSITION SUMMARY

Under the direction of the Development Services Director, the Environmental Health Manager is responsible for the leadership, administration, and day-to-day management of the County's Environmental Health program. This position supervises assigned staff, establishes work priorities, manages program resources, and ensures compliance with applicable environmental health and subsurface sewage disposal requirements. This is a working manager position with a significant field component, requiring the incumbent to regularly conduct site evaluations, inspections, investigations, and other field activities in addition to providing technical oversight and making decisions on complex environmental matters.

ESSENTIAL JOB FUNCTIONS

- Plans, directs, coordinates, and manages the daily operations of the County's Environmental Health program under the direction of the Development Services Director.
- Supervises, assigns, and reviews the work of Environmental Health staff; establishes priorities; provides technical guidance and training; and monitors performance and workload.
- Ensures Environmental Health activities are conducted in accordance with applicable federal, state, and local laws, regulations, standards, and County policies.
- Reviews plans, plats, applications, and related documents; performs and/or oversees site evaluations and inspections; and prepares, processes, and issues permits for subsurface sewage disposal systems within applicable authority.
- Provides technical guidance and assistance to contractors, developers, installers, engineers, property owners, and the public regarding environmental health and subsurface sewage disposal requirements.
- Investigates complaints, evaluates complex environmental health and regulatory issues, and develops and implements appropriate solutions or corrective actions.
- Regularly performs field-based environmental health work, including site evaluations, inspections, investigations, soil and site assessments, and other on-site activities related to subsurface sewage disposal systems and environmental health compliance.

- Exercises independent judgment in regulatory and operational matters and makes recommendations regarding permitting, compliance, enforcement, staffing, budget, and program operations.
- Serves as the County's primary technical resource for Environmental Health matters and coordinates with the Development Services Director, TDEC, other governmental agencies, and stakeholders as appropriate.
- Prepares reports, correspondence, inspection documentation, and other records; maintains accurate program and regulatory records; and provides information and recommendations to County leadership.
- Assists with preparation and administration of the program budget; manages or administers grant funds; processes purchase orders; and oversees inventory, property, and other program resources.
- Collects or oversees the collection of environmental samples as required and ensures appropriate procedures are followed.
- Responds to citizen inquiries and complaints and maintains professional working relationships with staff, contractors, developers, property owners, regulatory agencies, and the general public.
- Represents the County in meetings, administrative proceedings, court proceedings, training, and other professional activities as assigned.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK

Education and experience

- Bachelor's degree from an accredited college or university in environmental health, public health, environmental science, biological science, or a related field
- Five (5) years of progressively responsible experience in environmental health or a related field, including supervisory experience.
- Or equivalent training, education, and/or experience;

Required Credentials and Licenses

- Must possess or obtain all applicable Tennessee Department of Environment and Conservation (TDEC) certifications, credentials, authorizations, field training, and other qualifications required to perform assigned Environmental Health and subsurface sewage disposal duties
- Valid driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of environmental health principles, practices, and applicable federal, state, and local regulations.
- Knowledge of site evaluation, wastewater disposal, inspection, permitting, compliance, and enforcement practices.
- Skill in interpreting regulations and evaluating technical information, plans, plats, applications, and site conditions.
- Skill in supervising employees, managing workloads, resolving technical and regulatory issues, and communicating effectively with staff, contractors, developers, property owners, regulatory agencies, and the public.
- Skill in using computers and applicable GIS, CAD, database, and office software.

- Ability to exercise independent judgment and make decisions within applicable laws, regulations, policies, and delegated authority.
- Ability to analyze complex environmental issues, develop practical solutions, and effectively organize and prioritize multiple assignments and responsibilities.
- Ability to maintain effective professional relationships and represent the County in a professional manner.

PHYSICAL DEMANDS

Work requires frequent walking and standing and may require bending, stooping, crouching, crawling, climbing, balancing, reaching, and working on uneven terrain. The employee must have sufficient visual acuity, hearing, communication ability, and physical mobility to safely perform field inspections and other essential job functions.

WORK ENVIRONMENT

Work is regularly performed in outdoor field settings with variable weather conditions, terrain, noise, odors, and environmental conditions. Work is also performed in a professional office environment that is generally quiet, well-lit, and climate-controlled.

BENEFITS

Full-time benefits include medical, prescription, dental, vision, FSA, HSA, optional USABLE, paid holidays, paid sick days, paid vacation, EAP, retirement planning, pension, employee clinic, employee discounts, and more.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Blount County Government participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.