



City of Casper-Natrona County Health Department Job Description

Environmental Health Manager

Mission of Casper Natrona County Health Department: The City of Casper-Natrona County Health Department is committed to protecting and enhancing the public health and well-being of Casper and Natrona County.

Job Summary:

The Environmental Health Manager leads a dynamic and multifaceted Environmental Health Department. The manager supervises, plans, and coordinates the department's activities and operations within the Casper-Natrona County Health Department. The manager will coordinate assigned activities with other internal departments, outside agencies, and the public.

Duties/Responsibilities:

Leadership and Supervision

- Direct, coordinate, and review workloads for the Environmental Health Department; meet with staff to identify and resolve problems; assign work activities and projects; monitor workflow; review and evaluate work products, methods, and procedures.
- Select, train, motivate, support, supervise, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures; and standardize staff members to ensure efficient and consistent services.
- Coach and mentor staff and conduct succession planning activities.
- Participate in developing and administering the Environmental Health Department budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approval of expenditures; and recommend adjustments as necessary.

Operations and Program Management

- Coordinate the organization, staffing, and operational activities for the Environmental Health Department, including food safety, wastewater disposal, and disease prevention programs.
- Stay abreast of new trends and innovations in environmental health.
- Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
- Reviews and prepares analyses and reports of activities, costs, and operations and forecasts data to determine progress toward stated goals and objectives.
- Directs department-level quality improvement activities to ensure operational effectiveness and efficiency.

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- Perform duties independently without close supervision.
- Perform related duties, reporting, and responsibilities as assigned.

Policy and Planning

- Participate in developing and implementing goals, objectives, policies, schedules, and priorities for the Environmental Health Department.
- Identify resource needs; recommend and implement policies and procedures.
- Draft and review ordinances and regulations related to environmental health.
- Availability for reviewing, providing input, and approving building plans and subdivision developments for compliance with local and state environmental regulations.
- Responds, as required, to support public health emergencies, incidents, and events. Participates in all exercises and drills on emergency preparedness and response, as needed.
- Initiate the process with city and county legal departments to potentially establish authority for inspections, investigations, and enforcement actions related to environmental health regulations, laws, and programs.

Regulatory Compliance and Enforcement

- Assist staff with inspections, investigations, and enforcement actions related to environmental health regulations, laws, and programs.
- Review inspection reports and citations issued for completeness, accuracy, and appropriateness of findings, and attend and observe inspections.
- Inspect and investigate a variety of establishments, including food service establishments, housing, swimming pools, daycare centers and schools, small wastewater facilities, tattoo establishments, bed and breakfast establishments, and public unsafe buildings and facilities.
- Investigate diseases related to environmental factors.
- Educate the industry and public about regulations and health standards; engage the Board of Health on environmental health issues.

Public and Community Engagement

- Represents the Casper Natrona County Health Department through professional affiliations and participation in community groups.
- Respond to and resolve complex inquiries and complaints.
- Support the relationship between the Casper Natrona County Health Department staff and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City-County staff; maintain confidentiality of work-related issues and City-County information.
- When indicated, serve on boards and committees as appropriate.



Grants and Financial Management

- Researches and recommends grants, participates in grant writing, and prepares grant reports as required.
- Forecast additional funds needed for staffing, equipment, materials, and supplies.

Knowledge-Skills-Abilities:

Leadership and Supervision

- Exercises direct supervision over supervisory, professional technical, and clerical staff.
- Ability to provide leadership and direction to department professional employees and work productively and effectively with community leaders and public members.
- Ability to establish, maintain, and foster a positive and harmonious work environment.
- Judgement, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Methods and techniques involved in conflict management and negotiation.

Environmental Health Expertise

- Thorough knowledge of environmental health practices and principles, including local, state, and federal laws, codes, and regulations relating to environmental health programs and recordkeeping and reporting requirements for environmental health services.
- EPA regulations: Food and Drug Administration (FDA) and State food codes, pool codes, and sanitary codes for childcare facilities, tattoo practitioners, and other establishments.
- Utilization of principles and practices of environmental health community planning as indicated.
- Knowledge of chemistry, biology, soil science, engineering, and mathematics principles.
- Knowledge of methods, procedures, and practices used in food service technology. Operating characteristics of water supply and sewerage disposal systems.
- Methods and techniques used in the examination and evaluation of public facilities.

Regulatory Compliance and Reporting

- Interpret, explain, and ensure compliance with Environmental Health and the Casper Natrona County Health Department policies and procedures.
- Experience with Environmental Health reporting platforms.
- Conduct complete and accurate environmental health inspections and investigations.
- Ability to direct and prepare comprehensive and complex technical reports as indicated and present the information clearly and concisely in verbal and written form.
- Principles and procedures of recordkeeping, reporting, and retention.



Planning and Budgeting

- Ability to prepare required reports, budget preparation, and management.

Education:

- A bachelor's degree from an accredited college or university with significant coursework-minimum of 30 hours in environmental health, sanitary engineering, sanitary science, biology, microbiology, chemistry, or a related field is required.
- Master's degree in Public Health or specialty area above preferred.

Experience:

- Minimum of 5 years of leadership experience in the Environmental Health field.

License or Certificate:

- Possession of, or the ability to obtain, Registered Environmental Health Specialist (REHS) status.
- Valid driver's license.
- Maintain acceptable driving record.

Physical Requirements:

- Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, and lift 30 lbs.
- Exposure to cold, heat, noise, outdoors, vibration, confining workspace, chemicals, explosive materials, mechanical, electrical, and biological hazards.
- Ability to travel to different sites.
- Availability for emergency calls.

Occupational Exposure Risk:

- Blood-borne pathogens or other potentially infectious materials that require the usage of PPE.
- Respiratory pathogens that require the usage of an N95 or PAPR.
- Biological agents that may present during an emergency or disaster requiring the usage of PPE

Conditions for Employment:

- Designated and random drug testing is required.
- Subject to a background investigation
- Must be proficient in written and spoken English
- Valid/unrestricted Driver's license
- Must be able to wear a N95 or PAPR



This job description has been reviewed with the employee.

Director Signature/Date

Employee Signature/Date