

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3110

**TITLE:** DIRECTOR OF ENVIRONMENTAL HEALTH

**GRADE:** S-33

**DEFINITION:**

Under administrative direction, plans, directs, evaluates and manages Environmental Health programs; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This is an administrative, managerial class with overall accountability for the quality and effectiveness of Environmental Health programs and the achievement of agency goals and objectives.

**ILLUSTRATIVE DUTIES:**

Plans, organizes, directs, and manages the delivery of Environmental Health services ensuring that County, State, and Federal requirements are met;  
Develops and implements standards, policies, and procedures for the Division of Environmental Health;  
Assures that staff are in compliance with appropriate licensure and practice requirements;  
Directs training and orientation of supervisory, professional, and paraprofessional personnel;  
Evaluates Environmental Health programs as they relate to community needs;  
Develops and justifies budget for Environmental Health programs and services;  
Represents the Health Director at meetings with community and governmental representatives;  
Coordinates placement of Environmental Health interns in the County for the purpose of gaining experience;  
Conducts surveys and studies for special projects relating to Environmental Health needs and program proposals in Fairfax County;  
Confers with other government/community agencies on coordination of Environmental Health services;  
Speaks to professional, civic, and community groups on services and programs available;  
Participates in regional initiatives and program planning;  
Meets regularly with departmental director and other division directors to aid in the coordination of the total health program and formulation of new policies;  
Responsible for the preparation of ordinances relating to public health and sanitation;  
Advises staff on difficult or unusual problems;  
Answers complaints and advises on sanitary hazards;  
Makes inspections and recommendations in emergency situations;  
Makes final decision in controversial high risk situations;  
Serves as hearing officer in code appeals.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Extensive knowledge of the theories, principles, and practices of Environmental Health, public health and community health planning;  
Extensive knowledge of the principles and practices of Environmental Health, communicable

diseases, and epidemiology;

Knowledge of applicable Federal, State, and County Environmental Health laws and regulations;

Knowledge of current literature and new developments in Environmental Health and administration;

Knowledge of the principles, practices, and techniques of administration, management, supervision, and consultation;

Knowledge of demography, statistics, and research methodology;

Knowledge of available community resources for referral;

Knowledge of the legislative and political process;

Ability to identify Environmental Health needs in the community;

Ability to function effectively as an interdisciplinary management team leader or member;

Ability to plan and evaluate a comprehensive Environmental Health program;

Ability to develop, analyze, and review methods and systems for Environmental Health services delivery;

Ability to write comprehensive reports;

Ability to provide constructive leadership;

Ability to communicate effectively both orally and in writing;

Ability to establish and maintain effective working relationships with associates, representatives from other agencies, and the community;

Ability to operate a motor vehicle.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to: Graduation from an accredited four-year college or university with a Bachelor's degree in Environmental Health or Bachelor's degree with at least thirty (30) semester hours of course work in the physical or biological sciences; PLUS,

Eight years of experience in the Environmental Health field, at or above a level equivalent to Environmental Health Specialist II, including at least five years of experience supervising environmental health investigative work.

**CERTIFICATES AND LICENSES REQUIRED:**

Possession of a valid Motor Vehicle Driver's License. Must provide automobile for personal transportation in the performance of official duties.

REVISED:

August 15, 1997