



Public Health
Prevent. Promote. Protect.
Dayton & Montgomery County

Public Health - Dayton & Montgomery County

Reibold Building, 117 South Main Street, 2nd Floor, Dayton, Ohio 45422

(937) 225-4406 • Fax (937) 496-3070

Email: humanresources@phdmc.org • www.phdmc.org

Facebook/Twitter: [@PublicHealthDMC](https://www.facebook.com/PublicHealthDMC) • LinkedIn: [@public-health-dayton-&-montgomery-county](https://www.linkedin.com/company/public-health-dayton-&-montgomery-county)

POSITION AVAILABLE

Position: Director of Environmental Health
Department: Office of Environmental Health
Office: Office of Environmental Health

Posting Date: December 20, 2021
Salary Range: Unclassified
**** Salary commensurate with experience**

Minimum Qualifications:

- Master's degree in Environmental Health, Public Health or Administration.
- 7 years of experience in a Supervisory Role in Environmental Health and in a Public Health Department.
- Must have 3 years of Registered Environmental Specialist II experience.
- ICS 100 and 200 within 90 days of hire.
- ICS 300 and 400 within 12 months of hire.
- Required to play an active role during a public health emergency, crisis, outbreak, incident or event in which the Health Commissioner deems additional personnel resources are warranted. This may include changes in responsibilities and working locations / hours including weekends and evenings.
- Valid Ohio Driver's License.

Responsibilities include but not limited to:

- Overseeing and managing a department of 4 direct reports (3 Sr. Managers /1 Executive Assistant) and 57 indirect reports.
- Overseeing all Environmental Health programs and services (Food Protection, Schools, Swimming Pools, Plumbing, Lead Poisoning Prevention, Ground Water & Toxics, Solid Waste, Rabies Nuisances & Vector control, Water and Sewage and Air Pollution).
- Ensuring that environmental policy and procedures are available and always updated.
- Ensuring compliance with state and local regulations and is responsible for rules, codes, policy interpretation; Evaluating and monitoring changes to laws and regulations that impact the agency and community.
- Ensuring compliance with all external program audits, OEPA, ODH and ODA.
- Creating strategies and specific objectives for all environmental health programs, services, and functional infrastructure.
- Managing and approving financial activities of budgeted items, such as programs, travel, lodging, mileage, and equipment purchases; monitoring revenue.
- Supporting agency objectives through committee work such as Executive Team, Strategic Plan, Ethics, Incident Management Team, PHAB, Policy Review, through data collection and analysis, and special projects as assigned.
- Acting as a liaison with the public, state, and local agencies (calling, interacting, and offering support on local and state policies).
- Providing guidance and serving as a technical resource for the Board of Health.
- Managing and monitoring compliance for contracts and grants.
- Representing the agency in the event of an emergency as the on-call person.
- Managing performance management by monitoring outcomes, dashboards, logic models, and program profiles.
- Ensuring all Environmental Health Staff meet minimum requirements for Public Health internal training, state certifications and licensures by supporting participation in training classes, workshops, and conferences.
- Managing and proofing all materials for internal and external communication.
- Participating and collaborating with all Executive Team members to ensure execution of new and existing policies, and services across the agency.

PHDMC provides a quality, affordable and competitive benefit package to full time employees, including the following:

- Health, Dental, Vision Insurance
- Vacation, sick and personal leave
- Paid holidays
- Membership with Ohio Public Employees Retirement Systems (OPERS)

How to apply: Complete the application found on our website: www.phdmc.org/about/employment-postings

- Fax, email, or deliver the completed application and resume to Human Resources at:

Public Health – Dayton & Montgomery County
117 South Main Street, 2nd Floor
Dayton, Ohio 45422

Fax (937) 496-3070
humanresources@phdmc.org

Closing Date to Apply: Position will remain open for 30 days.

Position is subject to a criminal background check

Applicants who declare use of nicotine/tobacco in any form including replacement therapy products and prescription medications used to treat smoking addiction on the PHDMC Application for Employment or addendum thereto, shall not be considered for employment

PUBLIC HEALTH- DAYTON & MONTGOMERY COUNTY (PHDMC) IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OR RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, AGE, NATIONAL ORIGIN, DISABILITY, MILITARY STATUS, VETERAN STATUS, GENETIC TESTING, OR OTHER UNLAWFUL BIAS EXCEPT WHEN SUCH A FACTOR CONSTITUTES A BONA FIDE OCCUPATIONAL QUALIFICATION ("BFOQ").