



Josephine Agnello-Veley
Director of Human Resources

City of Meriden, Connecticut

Department of Human Resources

CITY HALL
142 EAST MAIN STREET
MERIDEN, CONNECTICUT 06450
TELEPHONE (203) 630-4037
FAX (203) 630-5882

May 31, 2023

Environmental Health Administrator **Full time – 40 hour work week**

This is highly responsible supervisory and managerial work in providing public environmental health programs. Work involves responsibility for establishing departmental policies and procedures, enforcing public health codes, making health inspections, and responding to complaints from the public. Duties include planning programs, consultations with citizens, field inspections, staff supervision, and meeting with city officials and others. This position is also responsible for making the most difficult public health technical decisions. The work requires that the employee have thorough knowledge, skill and ability in environmental health program planning, evaluation and implementation.

Qualifications:

A Bachelor's Degree in Public Health, Environmental Health, Sanitary or Environmental Engineering or a closely related field, from an accredited university plus 4 years of professional experience in health program administration, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

Special Requirements

Must have a valid Connecticut Class 3 Motor Vehicle Operator's License. Certification by the State of CT as a Registered Sanitarian, including certification in Food Service Inspection and Subsurface Sewage Disposal (Phases I & II).

Rate of Pay: \$33.89 - \$44.64

Apply on line at <https://tinyurl.com/meridencareers> and you can e-mail your resumes/applications to humanresources@meridenct.gov. Applications are also available in the Human Resources Department, City Hall, 142 East Main Street. Monday – Friday 8:00am – 5:00pm. Please call to make an appointment.

Last Date to Apply: Open until filled

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Environmental Health Administrator Job Description

General Description

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Supervision Received

Works under the general direction of the Director of Health and Human Services, under applicable laws, regulations and ordinances.

Examples of Duties

Drafts and recommends policy to the Director of Health and Human Services and plans for the implementation of health related goals and objectives.

Reviews agency activities, policies and procedures. Modifies or establishes activities, policies and procedures necessary to maximize resources and efficiency.

Supervises and trains professional staff in inspections and enforcement work.

Assigns and oversees field inspections of restaurants, day care centers and convalescent homes, public swimming pools, water supplies, sewage and related areas to assure compliance with regulations. Issues legal orders for the abatement of violations or nuisances.

Conducts, interprets and applies results of bacteriological and chemical samples.

Prepares annual department budget and controls the expenditure of fund allocations within budgeted amounts.

Confers with state agencies, other Health Directors, community groups and other agencies to solve health related problems.

Participates in personnel actions such as hiring, termination, assignment and evaluation.

Responds to complaints and questions from the public regarding public and environmental health concerns.

Performs related work as required.

Knowledge, Skills and Abilities

Thorough knowledge of the principles and practices of public health administration.

Thorough knowledge of the causes, impact and prevention of environmental health problems.

Thorough knowledge of inspection techniques.

Thorough knowledge of the general health needs of city citizens.

Thorough knowledge of the federal, state and local laws, ordinances, regulations and policies relating to health and environmental issues.

Thorough ability to develop short and long-term development and operations plans and programs.

Thorough ability to make decisions in an environment of limited resources and competing claims.

Thorough ability to enforce applicable health, housing and related laws and ordinances.

Thorough ability in oral and written communications.

Thorough ability to establish and maintain effective working relationships with superiors, associates, subordinates, officials of other agencies and the general public.

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