

Internal Employment Opportunity



Environmental Health Supervisor

Job Code: 7418

Posted from: January 9, 2020
Applications accepted until January 16, 2020

Position Information

Division/Department: Environmental Health Services, Central Public Health Center in Wheaton
Schedule: Full-time, Monday through Friday, 8:00 a.m. – 4:30 p.m.
Grade: 116 **Salary:** Based on personnel policy

Responsibilities include:

- Supervises, trains, and assigns tasks, as well as participates in the work of staff responsible for providing inspection and investigation of environmental health services
- Interviews and hires for assigned staff and ensures ongoing training for staff
- Identifies and resolves employee relations and performance issues
- Ensures that staff assigned meets productivity standards
- Provides leadership and direction to staff by promoting positive morale, creativity and teamwork
- Evaluates employee performance and sets clear goals and expectations
- Responds to public inquiries, resolves complaints and acts as lead for food borne or environmentally acquired disease investigations including coordination with epidemiology staff
- Collaborates with other supervisory staff to develop department priorities and goals
- Monitors and analyzes program outcomes and implements quality control processes, in addition to making recommendations and initiating improvements to program services
- Assists with the development and preparation of fiscally appropriate budgets and use of funds and monitors compliance with various funding sources
- Ensures compliance with regulations and grant obligations
- Develops and maintains working relationships and acts as liaison with external agencies and individuals who have a mutual interest in the department

Requirements include:

This position requires completion of a Bachelor's Degree in Environmental Health or a related field, which includes a minimum of thirty semester hours or forty-five quarter hours in the physical and/or biological sciences, and five years of experience in environmental health which included a least three years of supervisory experience; or an equivalent combination of training and experience.

Additional requirements include being licensed in the State of Illinois as an Environmental Health Practitioner (LEHP).

Interested applicants should submit a resume and completed application to:

Mailing Address: DuPage County Health Department, Attn: Human Resources
111 N. County Farm Road, Wheaton, Illinois 60187
Applications may be found at www.dupagehealth.org or at the address noted above

E-mail address: hr@dupagehealth.org

Fax: (630) 510-5481

Contact:

Human Resources: Natalie Whitten

Phone: (630) 221-7555

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