

Williams County Health District

The Williams County Health Department is seeking applicants for a full-time Director of Environmental Health.

Join Our Team: WCHD offers affordable health, dental, and vision insurance for employees and their family. WCHD offers paid sick leave, vacation, personal time, and paid holidays. WCHD offers an excellent public retirement system and optional deferred compensation programs.

Hours: Monday – Friday, 8:00 AM - 4:30 PM. This position is full time at 40 hours per week.

Salary: Commensurate with experience. The Williams County Health Department offers a comprehensive benefit package including medical, vision and dental insurance, enrollment in Ohio Public Employees Retirement System, and paid time off for vacation, sick leave, holidays, and personal days.

Essential Functions of the Position:

- Plans, develops, and administers entire environmental health and sanitation program; monitors environmental health laws; collects, organizes, and analyzes environmental health information;
- Directs and supervises employees within Environmental Health Division;
- Oversees and assists with environmental health and sanitation programs;
- Consults with and advises owners, operators, management, contractors, and the public concerning environmental health and sanitation regulations, abatement, permit processes, and system installations;
- Prepares documents and maintains records involving environmental health operations, inspections, permits and licensure, investigative findings, monthly activity reports, and annual reports;
- Serves as an environmental health resource by responding to health information requests; &
- Participates in management level planning and goal setting for the agency.

Minimum Experience/Qualifications:

- Minimum of a bachelor's degree in environmental science or a related field; master's degree preferred; minimum two years prior experience as a Registered Environmental Health Specialist, with two years of administrative or supervisory experience preferred;
- At least 2 years of demonstrated management experience preferred;
- Must have a valid driver's license and have reliable transportation;
- Must be able to provide proof of automobile insurance;
- Must successfully pass a background check;
- Must have computer skills in word processing, spreadsheets, and presentation software;
- Must have willingness to learn new skills, be adaptable/flexible;
- Must have excellent customer service skills, verbal and written communication skills; &
- Must have excellent interpersonal relationship skills including cultural sensitivity.

The Williams County Health Department is an equal opportunity employer. Only non-tobacco, non-nicotine candidates will be considered.

Send resume and cover letter by mail or email:

Williams County Health Department
Oscar Hernandez III
Health Commissioner
310 Lincoln Ave Montpelier, OH 43543
oscar.hernandeziii@williamscountyhealth.org

Deadline to apply: October 4, 2024 at 5:00pm or until the position is filled.