



**TO:** SOUTHERN NEVADA DISTRICT BOARD OF HEALTH      **DATE:** April 24, 2008

**RE:** *Approval of revised classification specification for Environmental Health Engineer/Manager, Schedule 31 (\$84,289 - \$117,561)*

---

**PETITION # 15-08**

**That the Southern Nevada District Board of Health approve the revised classification specification for Environmental Health Engineer/Manager.**

**PETITIONERS:**

**Angus MacEachern, Human Resources Administrator**

**Glenn Savage, Director, Environmental Health Services**

**Michael Walsh, Director of Administration**

**Lawrence Sands, DO, MPH, Chief Health Officer**

**DISCUSSION:**

The position for Environmental Health Engineer/Manager has been vacant since January 7, 2007. After recruiting for nearly a year in several different ways and geographic locations, the District is without a candidate for the position. An analysis of local and area salaries for a comparable position suggests that the current salary offering by the District is 10% to 15% lower than other entities competing for a similar position.

The labor pool for engineers in this area is very small and a more aggressive salary will hopefully result in candidates who meet the classification standards which includes a Professional Engineer Nevada certification. Out of state candidates are certainly welcome to apply, however, previous experience indicates that Nevada's Engineer licensing laws are more rigorous when compared to surrounding states' statutes.

It is therefore recommended that the salary for the position of Environmental Health Engineer/Manager be increased from Schedule 29, \$76, 078 to \$106,132, to Schedule 31, \$84, 289 to \$117, 561.

**FUNDING:**

Funding is available within the Environmental Health budget.

**ENVIRONMENTAL HEALTH ENGINEER/MANAGER**

**DEFINITION**

To plan, manage, supervise, review and participate in the activities and operations of assigned Environmental Health Programs including performance of engineering work of a technical and administrative nature; to coordinate assigned activities with other phases of the environmental health program and outside agencies and to perform a variety of technical tasks relative to assigned area of responsibility.

**SUPERVISION RECEIVED AND EXERCISED**

- Receives direction from the Director Environmental Health.
- May direct the activities of supervisory staff.
- Exercises direct supervision over professional, technical and clerical staff of assigned Environmental Health Programs.

**EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES** – *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills*

- Plan and organize Environmental Health engineering programs which include water supplies, wastewater treatment and disposal, solid waste disposal, bacteriological and chemical analyses of water and wastewater, at places such as food establishments, bathing facilities, schools accommodations and body art facilities.
- Participate in the development and implementation of goals, objectives, policies, and priorities for assigned Environmental Health Programs, recommend and implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staff responsible for providing services within the assigned Environmental Health Programs.
- Participate in the selection of Environmental Health Program staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Ensure the adherence of safe work practices and procedures.
- Participate in the development and administration of the Department budget; submit budget recommendations; monitor expenditures.
- Perform a full range of duties in the assigned area of work.
- Conduct special studies and investigations of an environmental health engineering nature.
- Prepare technical data and reports.
- Review and examine plans and specifications for sanitary and other public health engineering works such as food establishments, bathing facilities, schools accommodations and body art facilities.
- Perform related duties and responsibilities as required.

**SOUTHERN NEVADA HEALTH DISTRICT**  
**Environmental Health Engineer/Manager (Continued)**

**QUALIFICATIONS**

**Knowledge of:**

- Operations, services and activities of a Public Health Engineering program
- Principles of supervision, training and performance evaluation.
- Principles of budget preparation and control.
- Pertinent Federal, State and local laws, codes and regulations.
- Applicable engineering principles and practices.
- Office procedures, methods and computer equipment.
- Principles and practices of Environmental Health management.

**Ability to:**

- Supervise, organize and review the work of professional, technical and clerical personnel.
- Determine compliance of submitted plans and specifications with applicable environmental engineering laws and regulations.
- Select, supervise, train and evaluate staff.
- Enforce State and County environmental engineering laws and regulations.
- Prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Training and Experience Guidelines:**

**Training:**

- Bachelors degree from an accredited college or university in engineering, majoring in environmental, sanitary or civil engineering.

**Experience:**

- Five years of responsible experience in environmental, sanitary or civil engineering work including one year in a supervisory or administrative capacity.
- A master's degree in Sanitary Engineering or Public Health may be substituted for two years of the required general experience.
- A second degree from an accredited college or university in a field other than engineering may be substituted for two years of experience if approved by the board of engineering licensure.

**License or Certificate**

- Registration as a professional engineer in the State of Nevada.
- Registration as an environmental health specialist in the State of Nevada.
- Possession of, or ability to obtain an appropriate, valid Nevada driver's license.

**Certification**

- Must pass the written examination and be issued a certificate of registration as an environmental health specialist by the BoREHS per NRS statutes. A national REHS certification may be substituted for the state requirement.
- Certificate of completion within one year for a recognized leadership or management course.

**SOUTHERN NEVADA HEALTH DISTRICT**  
**Environmental Health Engineer/Manager (Continued)**

**Working Conditions:**

- Office and inspection site environment
- Exposure to dust and noise
- Some climbing, stooping, light lifting

**Conditions:**

*All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*

*New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.*

**Bargaining Unit Ineligible**

**FLSA Exempt**

**Schedule 31**

**Approved by the Board of Health on 2/24/94**

**Revisions approved by the Board of Health on 12/14/2006**

**Revisions approved by the Board of Health on 3/27/08**

**Revisions approved by the Board of Health on 4/24/08**