

B V COUNTY ENVIRONMENTAL HEALTH/ZONING DIRECTOR

GENERAL DESCRIPTION

Responsible and accountable for the day-to-day and over-all administration and enforcement of certain County Ordinances including Zoning, Groundwater Protection, and Junkyard, and state and local environmental health regulations under the general title of Environmental Health. Implements, supervisors, and monitors specific health programs. May from time to tome be assigned other duties as the need arises.

DUTIES & RESPONSIBILITES

Zoning (Directed by Board of Supervisors)

1. Conduct administrative duties to enforce the term, conditions, and provisions of the Buena Vista County Zoning Ordinance and amendments.
2. Evaluate re-zoning requests, schedule hearing before Zoning Commission, and record the minutes of the meeting.
3. Act as administrative liaison to Board of Adjustment, maintaining minutes of the meeting, providing information, etc.
4. Process applications and issue zoning compliance permits.
5. Investigate alleged violations of the ordinance.
6. Coordinate plan review, inspections, and enforcement actions.
7. Review proposed subdivisions for code compliance.
8. Provide technical advice to Zoning Commission, Board of Adjustment, and Board of Supervisors. Make presentations to boards, civic groups and the public to review and explain the requirements and potential violations in order to secure compliance.
9. Prepare annual operating budget, activity logs for inspection and enforcement, and other reports as required.
10. Review current trends in zoning and land use, and recommend revisions to ordinance and other local regulations.
11. Review applications for the flood plain ordinance compliance.
12. Administer the Code of Iowa, Iowa Administrative Code, and Local Ordinances related to zoning.

Environmental Health (Directed by Board of Health)

1. Review plans and specifications for septic system permits. Conduct inspections, perk tests, and on-site surveys. Collect samples and run tests. Recommend action and issue permits and licenses.
2. Review plans and specifications for food establishments (including schools, and temporary events). Conduct inspections, collect samples, run tests, issue permits and licenses. All per contract with Iowa Department of Inspections and Appeals.
3. Review plans and specifications for well permits. Conduct inspection and on-site surveys. Collect samples and run test. Recommend action and issue permits.

4. Review plans and specifications for Confinement Animal Feeding Operations (CAFO). Conduct inspection and on-site surveys, ensuring new operations meet standards of the "Master Matrix." Recommend action. Review Manure Management Plans (MMP) for accuracy and requirements.
5. Monitor county well improvement program. Conduct site inspections. Review all claims for well testing, rehabilitation and closure programs.
6. Conduct funeral home, tanning bed (as per Buena Vista County Ordinance), public swimming pools, and tattoo establishment inspections, as per contract with the Iowa Department of Public Health.
7. Receive monies for all permits and licenses and provide same day transfer to monies the County Treasurer.
8. Conduct sanitation investigation by visiting sites and inspection facilities to check compliance with applicable laws, rules, and regulation; report finding to supervisor(s) and make recommendations for corrective action.
9. Investigate and promote care and safety of animals. Report and remedy abuse of animals.
10. Conduct inspections and site investigations of commercial, industrial, and residential property for unsanitary or dilapidated conditions. Make recommendations for corrective action.
11. Investigate complaints from the public relative to environmental health and sanitation laws, rules, and regulations to determine whether complaints are justified.
12. Collect, compile, and interpret data relative to environmental health and sanitation conditions. Inform Board of Supervisors and Board of Health when conditions are unacceptable.
13. Investigate public health related complaints including foodborne, waterborne, or rodent borne disease outbreaks.
14. Serve notices to correct violations of sanitation laws.
15. On call 24-hours to respond to emergency spill events including hazardous materials, sewage, manure, etc. and ensure clean-up.
16. Provide information, advice, and public education on the following topic:
 - a. Groundwater quality-bacteria, nitrates, chemicals
 - b. Well safety, rehabilitation, water testing and well closure procedures
 - c. Private wastewater treatment systems
 - d. Household hazardous waste disposal
 - e. Radon
 - f. Soil contamination
 - g. Residential water treatment systems
 - h. Environmental health
 - i. Food safety
 - j. Foodborne, waterborne, and rodent borne disease
17. Perform supervisory duties, i.e. conduct in-service training on requirements and compliance procedures for business owners, community agencies, and the public.
18. Administer the Code of Iowa, Iowa Administrative Code, and Local Ordinances related to environmental health.

19. Supervise employees including, selection, education, evaluation, and disciplinary actions up to, and including termination.
20. Testify on behalf of Board of Health in certain situations.
21. Assist in planning a development of departmental programs and priorities. Prepare budget within area of responsibility and monitor program expenditures to ensure fiscal responsibility.
22. Identify and evaluate new sources of funding including: grants, permits, licenses, inspection fees, service fees, contracts.
23. Perform other duties as needed and/or assigned.

KNOWLEDGE, SKILLS, & ABILITIES REQUIRED

MINIMUM EDUCATION & EXPERIENCE REQUIRED:

1. Graduation from an accredited four-year college or university with major course work in a natural science.
OR
2. An equivalent combination of education and experience substituting one year of full-time experience in an environmental health or food sanitation program for each year of the required education to a maximum substitution of four years.
AND
3. Experience relevant to zoning, real estate, or urban/rural planning.

KNOWLEDGE REQUIRED:

1. Working knowledge of pertinent Federal, State, and Local Zoning regulations.
2. Knowledge of code enforcement principles, practices and methods; working knowledge of applicable laws, standards and regulations; working knowledge of inspection techniques.
3. Knowledge of pertinent Federal, State, and Local sanitation regulations, and knowledge of the principles and practices of public health sanitation work.
4. Knowledge of the principles of natural and physical sciences.

SKILLS & ABILITIES REQUIRED:

1. Ability to prepare, organize, interpret, and maintain data, reports and systems; ability to analyze complex situations, problems and data; ability to use sound judgment drawing conclusions and making decisions.
2. Ability to comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely and legibly.
3. Ability to develop policies and revise as needed to comply with state laws and/or Board of Supervisors/Board of Health recommendations.
4. Ability to acquire knowledge of state laws, rules, and regulations relative to zoning and environmental health.
5. Ability to follow verbal and written instruction.
6. Ability to establish and maintain effective working relationship with citizens, employees, and supervisors.
7. Ability to handle stressful situations and effectively deal with difficult or angry people.

8. Skill in operating personal computer including word processing; 10-key calculator; motor vehicle; phone; tape measure.
9. Must have a valid driver's license, or ability to obtain one by start of employment.

ESSENTIAL JOB FUNCTIONS:

Note: The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

*Close mental and visual attention required. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

*Sitting, climbing, standing, walking, turning, bending, and occasional lifting up to 30 pounds is required.

*Ability to administer programs and supervise work of others is required.

*Ability to maintain accurate records and to prepare reports.

*Ability to communicate effectively with Board of Supervisors, Board of Health, Staff, Property Owners, and Public required.

Note: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Ability to work in office setting. Hand-eye coordination is necessary to operate computer and other types of office equipment.

*Ability to work in outside weather conditions and with exposure to health hazards and irate public.

SUMMARY

- Formal application, rating of education and experience; oral interview, background check, driving record check, and reference check are required. Job related tests may be required.
- The duties listed above are only listed as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change

Approved and adopted by the Board of Supervisors

Date

Kelly Snyder
Chairperson

Approved and adopted by the Board of Health

Date

Jon McKenna
Chairperson