

GENESEE COUNTY

LEAD PROGRAM COORDINATOR (HELP Program)

DISTINGUISHING FEATURES OF THE CLASS: The position of Lead Program Coordinator (LPC) is responsible for establishing and coordinating activities to prevent lead poisoning and to minimize risk to exposure of lead. The incumbent will also be responsible for environmental investigations and exposure assessment, sampling for lead, environmental testing and reporting, notice and demand of discontinuance of conditions conducive to lead poisoning, environmental intervention and abatement, and enforcement in accordance with NYS Public Health Law. The work performed is under general supervision under the Public Health Environmental Director. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Development and quarterly reporting of the work plan for the Lead Poisoning Prevention Program Grant;

Supervises and administer all work associated with the Lead Poisoning Prevention Program; Inspects and prepares reports of findings for food service establishments, private water supplies, private wastewater disposal systems, bathing beaches and swimming pools, facilities for refuse disposal, temporary and/or permanent residences and farm labor camps, industrial wastewater facilities, mobile home parks, schools, public water supplies, public health nuisances, and other facilities;

Performs complex investigations relating to the release of hazardous materials to the environment;

Collects water, food and other samples for laboratory examination;

Enforces provisions of the County and State Sanitary Codes and State Environmental Conservation Law;

Prepares articles, bulletins, reports and papers needed for legal actions where indicated to obtain compliance with codes;

Prepares and conducts environmental health education programs for general public and permitted facilities;

Coordinates and/or conducts the training of environmental health staff.

The above examples of duties are intended only as illustrations of the various types of work 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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of food sanitation and the principals involved in the preparation and storage of clean and safe food; good knowledge of food bacteriology and chemistry; good knowledge of the methods used in investigating, preventing and checking food borne outbreaks of disease; good knowledge of the interpretation of laboratory results such as, coli form determination, direct microscopic and plate counts and swab rinse tests; good knowledge of state and local environmental health and sanitary codes, rules, regulations, laws, and ordinances; Knowledge of the NYS Lead Poisoning Prevention Program and related activities ; ability to evaluate complex engineering plans in a logical manner with respect to established design criteria; ability to inspect restaurants; ability to supervise the work of others; ability to organize materials and prepare narrative reports and documentation of inspections and investigations; ability to prepare and deliver effective oral presentations, and to secure the interest and cooperation of civic groups and officials; ability to train and instruct others in environmental health work; ability to establish and maintain effective professional relationships with others; tact and courtesy; integrity; good judgment.

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The physical demands described 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 the essential functions.

While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee constantly is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

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.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to risk of electrical shock.

MINIMUM QUALIFICATIONS:

EITHER:

- A. Possession of a Bachelor's Degree or higher from a regionally accredited or New York State registered college or university in natural sciences;

OR:

- B. Possession of an Associate's Degree from a regionally accredited or New York State registered college or university in natural sciences **AND** with two (2) years of full time paid experience as a Public Health Sanitarian or Environmental Health Specialist, deemed satisfactory by the local Commissioner of Health or Public Health Director;

OR:

- C. Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education **AND** four (4) years of full time paid experience as a Public Health Sanitarian or Environmental Health Specialist, deemed satisfactory by the local Commissioner of Health or Public Health Director;

NOTE: Part time experience as defined above will be prorated.

SPECIAL REQUIREMENTS: Possession of a valid New York State Driver's license or otherwise demonstrate the ability to meet the transportation needs of the job.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee."

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All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.