

## CITY OF HAMILTON

### HEALTHY & SAFE COMMUNITIES DEPARTMENT

(HEALTHY ENVIRONMENTS DIVISION – ENVIRONMENTAL HEALTH – LOCATION – 110 KING ST. W., 3<sup>rd</sup> FLOOR)

### MANAGER, ENVIRONMENTAL HEALTH – FOOD & WATER SAFETY PROGRAM

#### SUMMARY OF DUTIES

Reports to the Director, Healthy Environments Division. Under general direction, manages Supervisory staff that oversee the day-to-day operations of Public Health Inspectors and support staff.

Participates in Public Health Services' emergency preparedness planning, development and training. Respond to all municipal and public health emergencies as requested.

#### GENERAL DUTIES

Manages Supervisory staff that oversees the day-to-day activities of Public Health Inspectors, and support staff by ensuring that all routine assignments and special projects are completed and by monitoring overall operational compliance.

Leads the Food and Water Safety team for all aspects of the Food and Water Safety Program under Provincial Standards, Regulations and Protocols.

Consults with Program Supervisors, and Public Health Inspectors concerning specific investigative scenarios and provides direction on business continuity and continuous improvement.

Interprets and responds to inquiries from elected officials and government agencies on specific Provincial Standards, Regulations and Protocol matters.

Sets-up and prepares appropriate documentation for staff meetings, attend meetings with other departments and government agencies and sits on divisional and departmental committees as required.

Receives and coordinates responses to all pertinent Planning & Economic Development Department planning applications.

Scans and responds to all relevant Environmental Bill of Rights postings.

Provides leadership in the development of pertinent policies relating to Environmental Health issues.

Oversees the implementation of the student inspection program, evaluates all permanent and student inspectors, recommends staff reprimands and be involved with contract grievances.

Provides after hours standby coverage as required.

Performs other duties as assigned which are directly related to the responsibilities of the position.

Works in accordance with the provisions of applicable health and safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

#### QUALIFICATIONS

1. Demonstrated knowledge and skills in public health services such as budget management, program planning,

implementation and evaluation and public health investigation strategies normally acquired through completion of Baccalaureate Degree in Health or related discipline from a recognized university or through a combination of education and relevant work experience.

2. Certificate in Public Health Inspection.
3. Progressive experience in general public health including epidemiology and disease processes, food science and hygiene, international health, research methods, risk assessment, health administration and law and health education, promotion and planning.
4. Demonstrated ability and experience in providing effective leadership to a multi-disciplinary workforce supported by a thorough understanding of best management practices and issues affecting staff in program delivery.
5. Demonstrated skill and experience working with community partners.
6. Demonstrated leadership, decision making and organizational skills.
7. Demonstrated progressive supervisory experience.
8. Previous supervisory experience within the inspection division would be considered an asset.
9. Excellent written and verbal communication skills, facilitation skills, and presentation skills. Highly developed interpersonal skills with ability to interact effectively at all organizational levels.
10. Computer proficiency in Word, Excel, Internet and database applications.
11. Sound knowledge of Public Health programs, relevant legislation, and applicable policies and procedures.
12. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.

**THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE**

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**

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