

Clark County Health Department

Administrative Offices 529 East Home Road, Springfield, Ohio 45503

937-390-5600 | ccchd.com | health@ccchd.com



JOB OPPORTUNITY

Job Title	Environmental Health Supervisor
Team	Environmental Health
Supervisor	Director of Environmental Health
Director	Director of Environmental Health
Positions Supervised	Environmental Health Specialists-in-Training, Registered Environmental Health Specialists, Environmental Health Clerks
Programs	All Environmental Health Programs
Funding Sources	Grant, levy funded
Civil Service and FLSA Status	Classified, non-exempt
Appointment Status	Full-time
Grade/Classification	25
Insurance Benefits	Eligible for full-time benefits
Leave Benefits	Eligible for holiday, vacation, personal, sick
Pay Range	\$25.47 to \$39.73
Regular Hours	40 hours per week
Date Posted	3/10/2026
Candidate Review	Rolling basis beginning 3/13/2026

JOB SUMMARY

Under the direction of the Director of Environmental Health, the Environmental Health Supervisor plans, develops, and manages assigned environmental health programs. This role includes leadership, functional supervisor

EDUCATION & QUALIFICATIONS

Bachelor's degree in environmental health or a related field such as biology or chemistry, and a minimum of five (5) years of experience as a Registered Environmental Health Specialist with a record of above average performance. Must demonstrate the ability to independently perform all environmental health duties, and previous experience in management or supervision is preferred. Must possess a valid driver's license, an insurable driving record, and proof of insurance for personal vehicle use, and a valid Certificate of Registration as an Environmental Health Specialist issued by the Ohio State Board of Sanitarian Registration, in accordance with Chapter 4736 of the Ohio Revised Code.

ESSENTIAL FUNCTIONS

- Plan and develop environmental health programs under the direction of the Director
- Participate in policy development and make recommendations to the Director on employee matters including hiring, discipline, and grievance resolution
- Leads, supervises, assigns, reviews and evaluates work of environmental health specialist staff; provides technical assistance, training, and resolves performance issues
- Conducts and oversees inspections, testing, sampling, and vector control duties in programs such as food safety, swimming pools, body art facilities, private water systems, sewage treatment, and solid waste

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- Investigates foodborne illnesses, public health nuisances, smoke-free workplace complaints, and other environmental health concerns
- Collects samples of food, water, and other materials; performs routine testing and ensures compliance with agency procedures
- Reviews program plans submitted by clients for regulatory compliance
- Works closely with the Director on sensitive enforcement issues, employee evaluations, and disciplinary actions
- Provides leadership and training to ensure inspection consistency and professional development among environmental health staff
- Attend training sessions, professional meetings, and participate in continuing education and self-study to maintain and enhance technical competencies
- Educates and consults with the public and community groups regarding environmental health codes, procedures, and best practices
- Serves as acting Director in the Director's absence and provides subject matter expertise in specific environmental health areas
- Completes accurate and timely documentation including inspection reports, investigations, mileage logs, and time records

Participates in agency disaster preparedness activities; may be required to report for work outside normal working hours during an emergency; available 24/7 for consultation related to bioterrorism/public health emergencies; meets all public health core competencies as outlined by the position's Supervisor; completes other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Solid understanding of inspection techniques, sanitary practices, environmental health principles, and foundational knowledge in biology and chemistry. Familiar with government operations, office procedures, and effective public relation strategies. Strong time and case management skills. Proficiency in all environmental health programs and the ability to apply relevant rules and regulations. Effective use of testing and inspection equipment, as well as the ability to supervise, train and instruct staff. Strong interpersonal skills, the ability to follow technical manuals or verbal instructions, and the capacity to work well with both coworkers and the public are critical. Basic math skills and sensitivity to the concerns of others are essential.

This job requires proficiency of computers skills including Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Reader, e-mail, electronic calendar, and internet research; ability to compile, consolidate and summarize information; exceptional knowledge and use of English grammar, spelling, written format and punctuation; effective verbal and written communication skills; ability to work independently and as part of a team both in a dependable manner; knowledge of community resources; be able to effusively deal with stress; ability to learn and use a computer and web-based reporting program for completing on-line reports; ability to establish and maintain effective working relationships with other agency and organization representatives; knowledge and skills associated with detailed recordkeeping and reporting procedures; ability to meet multiple deadlines, excellent organizational skills, and adhere to confidentiality requirements.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.

- Frequently required to sit, stand, walk, talk, write, listen and read in English.

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- The employee may infrequently be required to climb, balance, stoop, kneel, crouch or crawl, reach with hands and arms, lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- The noise level of the office is moderate. May occasionally be in environments with high noise levels.
- Involves travel by automobile to attend meetings with state agencies and community partners. Must have current driver's license valid in the state of Ohio and access to a personal automobile.

ORGANIZATION OVERVIEW

The Clark County Combined Health District (CCCHD) protects and promotes the health of citizens and the environment through the efforts of dedicated and skilled employees and application of sound public health principles. Our role is to identify community health problems; diagnose and investigate health problems and health hazards in the community; and enforce laws and regulations that protect health and ensure safety. CCCHD offers a relaxed, positive, and friendly work environment. Some positions may offer remote working as an option. The work of equity, diversity and inclusion is the work of Public Health. We are committed to a future that is free of health inequities, that promotes the highest level of wellness for the communities we serve, and a diverse and inclusive public health workforce that embodies humility, respect, leadership and service on behalf of, and with, the diverse communities we are privileged to serve.

Interested applicants should send a cover letter, resume, and completed application to:

Shannon Hackathorne
Administration & HR Supervisor

shackathorne@ccchd.com

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Applications will be accepted on a continuous basis until the position is filled.

All CCCHD positions are nicotine, tobacco, marijuana and THC free.

CCCHD is an equal opportunity employer