



CITY OF CLEVELAND
Mayor Frank G. Jackson

JOB ANNOUNCEMENT

Commissioner of Environment Department of Public Health

DUTIES

Under direction of the Director of the Department of Public Health, provides administrative and operational support in the planning, directing, and evaluating of all Division of Environment units to ensure that resources are utilized effectively and efficiently. Manages General Fund and Grant fund budgets. Facilitates daily field activity of all staff. Collects and analyzes applicable performance data and makes corrective actions as needed. Manages the staff and programs that protect the environment which include: Food safety inspections and training; Nuisance complaint investigations; Rodent and vector control activities; School environment inspections; The approval of license applications as imposed by City and State codes; and allied duties which may be imposed by ordinance or statute. Oversees major programs such as Food Service Operations plan review and inspections of 5,000+ Food Services Operations as well as The Lead Safe Living/Healthy Home Program which was established to reduce the incidence of lead poisoning in children and to identify and take action to reduce blood lead levels in children that are diagnosed with lead poisoning. Also oversees lead screening through direct outreach and cooperation with health care providers for laboratory services to analyze blood lead samples and follow-up to lead-poisoned children. Ensures that environmental nuisances, solid waste, and public pool conditions are inspected and resolved. Performs other job-related duties as required.

ESSENTIAL FUNCTIONS:

- Managing Divisional budget consisting of general, grant and special revenue funds.
- Oversight of the essential programs within the Division, including Food Service Operation Inspections of over 5,000 food establishments and Lead Safe Living – Healthy Home Program designed to reduce the incidence of lead poisoning and lead prevalence in Cleveland’s housing stock. In addition, oversee State required inspections of pools, tattoo parlors, solid waste facilities, schools, larvacide and vector abatements, and local code enforcement of hotels, barber shops, public laundries and general nuisance complaints.
- Provide timely issuance of licenses and permits as required by State and Local codes
- Ensure accountable performance outcomes and design corrective actions as needed.

MINIMUM QUALIFICATIONS

A High School Diploma or GED is required. A Bachelor's Degree in Environmental Health/Management or directly related field from an accredited four year college or university is required; a Master's Degree is preferred. Seven years of full time paid progressively responsible environmental construction or technical management experience is required, three years of which includes program management and development. (Substitution: Two years of experience may substitute for each year of college education lacking.) A valid State of Ohio Driver's License is required.

ADDITIONAL PREFERRED QUALIFICATIONS & COMPETENCIES

- Minimum of seven years of full-time work in program management or related field, including personnel supervision.
- Organizational Competencies preferred include customer focus, accountability, compliance, personnel management, continuous quality improvement, occupational health and safety, and equity and fairness.

Interested candidates should submit a resume to kharden@city.cleveland.oh.us. Or mail to K. Harden, Department of Human Resources, 601 Lakeside Avenue, Cleveland OH 44114. Or you may fax to 216.664.3489.

THE CITY OF CLEVELAND IS AN EQUAL OPPORTUNITY EMPLOYER