



GRANVILLE VANCE

public health

January 9, 2025

Environmental Health Supervisor III

Salary Grade (77)

Salary Range: \$80,139.00 to \$128,116.00

Position #463-56-820

It is the practice of GVPH to post the entire salary range for each job posting from hiring level to top of the range.

Salary offer will be commensurate with experience, education, and equity with others in the agency upon hire.

Local government entities may not offer salary levels outside of the posted salary range for each job posting.

Granville Vance Public Health (GVPH) is currently accepting applications for the leadership position of Environmental Health Supervisor III. This full-time position serves both the Granville and Vance County Health Departments, to plan, direct and administer the environmental health functions of the district.

PRIMARY PURPOSE: The primary purpose of this position is to be responsible for the efficient coordination and planning of the environmental health program. Supervision involves all areas of the environmental health program. The position supervises approximately six full-time and two part-time environmental health specialists and three Processing Assistants. The program provides evaluations and surveys of establishments with facilities affecting the public health, such as restaurants, childhood lead program, meat markets, and lodging; as well as on-site wastewater programs, building site evaluations and design of appropriate ground absorption systems upon approval of site, and evaluating systems upon installation. Duties also include complaint investigation, follow-up and other duties in the field as necessary.

INTRICACY: Employees will use considerable judgment and knowledge of environmental health laws and procedures, thorough knowledge of office management and administration, including, but not limited to, personnel policies and budget process. Supervisors must have the ability to exercise sound judgment and deal tactfully with a wide range of public contacts while enforcing public health laws and rules.

MINIMUM REQUIREMENTS: Four years of experience in professional environmental health work at the Sanitarian level or above in a health department, with two years preferably having been in an administrative, management or supervisory capacity. Must be registered as a sanitarian by the N.C. State Board of Sanitarian Examiners. **PREFERRED EXPERIENCE:** A minimum of five years of experience in environmental health and experience supervising others is preferred. Must be able to work effectively with people of all educational levels. Must have strong written and oral communication skills.

COMPENSATION PACKAGE: GVPH offers competitive benefits including paid group medical insurance, N.C. Local Government Employees Retirement System membership, thirteen paid holidays, and vacation and sick leave. Other voluntary group benefit options are available, including 401(k), 457(b), dental insurance, life insurance, vision insurance and flexible spending accounts.

APPLICATION PROCESS: **To apply for these positions interested applicants must submit the following: a completed State application (PD 107), certified college transcripts and three work-related references.** This position is open until filled with first review of applications on January 31, 2025. Applicants may submit via email to humanresources@gvph.org or postal mail to:

Personnel Director
Granville Vance Public Health
Post Office Box 367
Oxford, North Carolina 27565

SELECTION PROCESS: The selection process includes review of qualifications, structured interviews, reference checks on qualified applicants, approval by the state office of human resources, and successful completion of a pre-employment drug screen. This position will remain open until filled. **GVPH is an equal opportunity employer.**