



POSITION POSTING

DATE POSTED:	2/19/2026
TITLE:	Environmental Health Director
CLASSIFICATION:	Full-time; Exempt; Unclassified
PAY RANGE:	\$79,352 - \$111,134 / year. Commensurate with experience
WORK HOURS:	General schedule: Monday – Friday 8:30 a.m. to 4:30 p.m. Must be available 24/7
IMMEDIATE SUPERVISOR:	Health Commissioner

POSITION OVERVIEW:

As a member of the senior leadership team, the Environmental Health (EH) Director provides strategic leadership and operational oversight of the health department's EH Division, which includes the Private Water, HSTS, Food, Housing, Vector Control, Body Art, Public Pools, Institution-Inspection, Campground, Smoke-Free Workplace, Animal Bite and other Environmental Health programs. This position is responsible for the recruitment, onboarding, management and retention of staff in the Environmental Health Division. The Environmental Health Director will oversee all aspects of Environmental Health Division programs; maintain and expand EH services; develop, implement and maintain policies that position the Environmental Health Division for effective and nimble operations; lead application for, budgeting of, and effective management of Division funds; ensure appropriate use of program funding, in accordance with grant rules and spending authorizations; prepare and provide accurate program reports by established deadlines; provide timely, accurate responses to all grant and other applicable inquiries; and work effectively with other divisions and agency partners to achieve public health goals and priorities.

ESSENTIAL DUTIES:

Program Administration and Oversight

- Oversees all aspects and ensures effective management of Environmental Health Division programs;
- Ensures the development, implementation, coordination, and evaluation of all Environmental Health Division services;
- Identifies opportunities to expand Environmental Health services through research and partner engagement; supports public engagement efforts to promote Environmental Health services;
- Assists environmental staff with inspections and consultations, as needed;
- Collects environmental samples for testing, as needed;
- Advises Health Commissioner regarding current program matters and ensures the Environmental Health Division contributes to meeting the agency's strategic goals;

- Develops and implements policies that promote effective and nimble operations in the Environmental Health Division;
- Ensures compliance with local, state and federal laws and regulations;
- Prepares and manages the Environmental Health Division budget and ensures effective utilization of financial resources;
- Oversees the application process for grants supporting Environmental Health Division programs;
- Monitors programs to ensure compliance and ensures timely completion of reports;
- Ensures Environmental Health Division staff are provided professional development opportunities so that they are properly equipped to complete their responsibilities;
- Ensures Environmental Health Division Staff have the administrative support to complete their responsibilities, backfilling roles as needed;
- Monitors vendors and resolves vendor/client complaints;
- Oversees development of program activities and materials;
- Compiles data and prepares reports regarding programs, services, grants and/or activities;
- Collaborates with other staff during meetings;
- Advises the Board regarding Environmental Health and acts as a liaison with external partners for Environmental Health Division programs;
- Actively participates in agency leadership meetings and collaborates effectively with the Health Commissioner and other Divisions;
- Attends Board of Health meetings.

Supervisory

- Leads the recruitment, onboarding, management, and retention of Environmental Health Division staff;
- Oversees Division employees and supports employee performance evaluations to ensure compliance with policies, procedures and goals of the program(s);
- Engages Division staff in development of policies, programs and grants;
- Ensures Division staff operate in good behavior and efficient service, recommending appropriate discipline, as needed;
- Approves employee leave requests;
- Monitors professional development needs of staff;
- Reviews employee work hours and ensures all staff effectively contribute to the meeting the priorities of the Division;
- Provides leadership to staff in fulfilling their responsibilities.

Miscellaneous

- Assists agency and community in preparing for, responding to, withstanding, and recovering from public health emergencies;
- Participates in agency committees and initiatives, as assigned;
- Drives to off-site locations, as required;
- Observes confidentiality of client and agency information, as applicable;
- Complies with the policies and procedures of the Wood County Health District, including the Motor vehicle and equipment policies;
- Adheres to both federal and state civil rights and anti-discrimination laws;
- Engages in personal career growth and development activities;
- Regular and punctual attendance;

- Ensures compliance with grant auditing requirements;
- Maintains Division files and records to ensure compliance with state audits and public records requests;
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited college or university in environmental health or a related sciences degree.
- Minimum of seven (7) years prior experience as a registered environmental health specialist

PREFERRED QUALIFICATIONS:

- Master's degree from an accredited college or university
- Minimum of three (3) years' experience supervising the work of others.

REQUIRED LICENSE/CERTIFICATION:

- Certificate of registration as a Registered Environmental Health Specialist, issued by the Ohio Department of Health in accordance with Chapter 4736 of the Ohio Revised Code. Registration must be maintained throughout employment.
- Must possess a valid Ohio driver's license and reliable transportation. License must be maintained throughout employment.

KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of public health laws, regulations and standards as defined by federal, state, and local governments.
- Must have computer skills in word processing, spreadsheets, power point, and others.
- Exceptional oral and written communication skills.
- Ability to drive to offsite locations as needed.
- Respond to emergency calls.
- Must have willingness to learn new skills, be adaptable / flexible.
- Provide proof of automobile insurance.
- The ability to successfully pass a background check.

Final candidates must successfully pass a background check and provide proof of current automobile insurance.

An individual who poses a direct threat to the health and safety of others in the workplace will be deemed not qualified for this position.

Application materials accepted until:	The position is open until filled. For best consideration, applicants must apply by March 5, 2026.
Required documents:	<p>Wood County Application for Employment, cover letter, resume, contact information for at least three professional references.</p> <p>The Wood County Application for Employment can be found here: Wood County Employment Application.</p> <p>Application materials submitted without all required documents will be considered incomplete.</p>
Submit application materials to:	<p>Recruitment and Development Coordinator 1840 East Gypsy Lane Rd. Bowling Green, OH 43402 419-352-8402 Ext. 3201</p> <p>WCHDHumRes@woodcountyohio.gov</p>

The Wood County Health Department is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Health Department provides reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. If you have a disability and would like to request an accommodation to apply for a position with the Wood County Health Department, please email WCHDHumRes@woodcountyohio.gov or call 419-352-8402 Ext. 3226.