



Benton Recruiting Services  
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**ENVIRONMENTAL HEALTH UNIT MANAGER**  
**Development Services Department**  
**Yavapai County**

1120 Commerce Drive, Prescott, AZ 86305  
Or  
10 South 6<sup>th</sup> Street, Cottonwood, AZ 86326

**Company:**

The Yavapai County seat is Prescott, AZ. The county comprises the Prescott Valley-Prescott, AZ metropolitan area as well as the northern portions of Peoria and Wickenburg. Yavapai County offers many local attractions ranging from natural to cultural to educational. Scenic pine forests provide year-round recreational opportunities, and museums, monuments and rodeos reflect Arizona's tribal and territorial past. Institutions of higher learning include two colleges and an aeronautical university. The county has experienced tremendous growth in recent years, with the population up by more than 30 percent since 1990.

Prescott is located half-way between Phoenix and Flagstaff. At a mile high in elevation, Prescott remains about 10 to 15 degrees cooler than Phoenix and 10 to 15 degrees warmer than Flagstaff. It's the perfect mild, four-season community.



**Why consider this opportunity:**

- Yavapai County Development Services is a forward-thinking department focused on providing excellent customer service and education/awareness to the residents of the county.
- There is a focus on self-improvement, constantly looking for opportunities to streamline processes, identify efficiencies, and improve customer wait times and experience.
- Department managers are allowed appropriate autonomy to lead their work divisions.
- Yavapai County offers competitive pay and excellent benefits. Position can be occupied in either the Prescott or Cottonwood office



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**Job Description:**

The Environmental Health Unit Manager reports to the Director of Development Services and manages a staff of eight FTEs. The Unit Manager assists in developing policies, procedures, and implementation of new services. This person also prepares the unit to respond to disasters with public health consequences.

**Major Duties & Responsibilities:**

- Supervises and reviews work performed by staff. Performs job appraisals and employee counseling and ensures all procedures and policies are being followed.
- Provides direction to staff on difficult problems or situations during inspection and administration tasks. Gives directions to staff on response to disasters. Ensures proper application of federal, state, and local codes and regulations. Works with licensed and non-licensed facilities. Prepares and presents written reports.
- Recommends and carries out compliance strategies on noncompliant facilities.
- Drafts and/or implements policies and procedures.
- Assesses and continues the quality improvement program.
- Makes budget recommendations.
- Performs other job-related duties as assigned.

**Development Services:**

- Oversees personnel supervision and training and procedure and program development participation in Delegation Agreement negotiations and rule promulgation with ADEQ.
- Conducts technical reviews of permit applications to determine compliance with applicable rules for conventional pools and alternative wastewater systems and issues construction authorizations/discharge authorizations.
- Conducts inspections for the appeal of previous findings of inspection and provides technical support to staff for environmental nuisance complaint resolution to ensure compliance with ADEQ rules.

**Required Knowledge, Skills, and Abilities:**

- **Knowledge of:**
  - Environmental health practices and theory.
  - Business English, spelling, grammar, punctuation, and composition.
  - Clerical office practices and procedures.
  - Research techniques and report writing.
  - Current Microsoft Office software.
  - Filing and recordkeeping.
- **Skill In:**
  - Personnel supervision and management.
  - Health code enforcement.
  - Public speaking and presentation.
  - Customer service.
  - Communicating effectively verbally and in writing and communicating orally in a face-to-face setting and by telephone with the public and employees.
  - Establishing and maintaining effective working relationships with employees, other agencies, and the public.



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- Organization and adherence to detail.
- **Ability to:**
  - Maintain a high standard of workmanship, customer service, and professional development.
  - Perform work in an accurate, neat, and thorough manner and follow all applicable policies.
  - Complete reports, correspondence, etc., with special attention to detail and accuracy.
  - Meet deadlines for assignments, correspondence, reports, timesheets, etc., in the timeframe established.
  - Maintain flexibility to work odd hours, including early morning, late evening, and weekends. (Normal hours are M-F 8:00a to 5:00p. There is typically not a need to work early mornings, late evenings and weekends.)
  - Develop and maintain effective working relationships with associates, employees of other departments, representatives of other organizations, County officials, and the public.
  - Keep management informed of key operating issues affecting the department.
  - Remain current in knowledge required to perform assigned duties.
  - Research and develop training opportunities for staff.
  - Handle confidential matters and maintain discretion

**Minimum Qualifications:**

- Bachelor's degree in environmental health or related field (An equivalent combination of directly related work experience and education may substitute for the degree requirement on a year-per-year basis).
- 5+ years of experience in the administration of environmental health
- 2+ years in a supervisory capacity (will consider someone with limited managerial experience if they are more experienced technically)
- Must possess a valid Arizona driver's license
- Must possess current Registered Environmental Health Specialist/Registered Sanitarian certification in the State of Arizona.

**Work Environment:** The work environment is associated with various indoor and outdoor inspection areas year-round in all weather conditions. May include exposure to loud noise, bloodborne pathogens, dust, fumes, mist, and chemicals. This is a highly public position where contact with the public may be in challenging situations.

**Physical Requirements:** Ability to sit or stand for extended periods of time. Sufficient vision to read printed materials and a computer screen; hearing and speech ability to communicate effectively in-person and telephonically. Capable of frequent repetitive movement of arms, fingers, and wrists. Ability to bend, stoop, squat, kneel, walk over rough, uneven, and/or rocky surfaces, and lift up to 40 pounds.

**Compensation information and a full list of benefits is available upon request. Please contact Jackie Benton at [jackie@bentonrecruiting.com](mailto:jackie@bentonrecruiting.com) or 480.716.8247 if interested.**