



STATE OF SOUTH CAROLINA  
**DHEC-OCRM**  
1362 McMillan Avenue, Suite 400  
Charleston, SC 29405

**INVITES APPLICATIONS FOR THE POSITION OF:  
Environmental Health Manager II**

*An Equal Opportunity Employer*

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

**OPENING DATE:** 01/10/19

**CLOSING DATE:** 01/19/19 11:59 PM

**JOB TITLE:** Environmental Health Manager II

**CLASS CODE:** JB50

**POSITION NUMBER:** 61010523

**SLOT NUMBER:**

**STATE SALARY RANGE:**

\$39,960.00 - \$73,935.00 Annually

**AGENCY HIRING RANGE - MIN:** \$39,960.00

**AGENCY HIRING RANGE - MAX:** \$56,947.00

**LOCATION:** Charleston County, South Carolina

**JOB TYPE:** FTE - Full-Time

**NORMAL WORK SCHEDULE:** Monday - Friday (8:30 - 5:00)

**RESIDENCY REQUIREMENT:**

**RESIDENCY REQUIREMENT SPECIFICS (IF ANY):**

**AGENCY SPECIFIC APPLICATION PROCEDURES:**

If you meet the requirements of the position and would like to be considered, you must submit a state application online. Please complete the state application to include all current and previous work history and education. The quality of the application presented (completeness and accuracy as well as grammar and spelling) will be considered prior to the offer of an interview. A resume will not be accepted nor reviewed to determine if an applicant has met the qualifications for the position. Supplemental questions are considered part of the official application. Any misrepresentation of information will disqualify you from consideration for the position. Applications will be accepted until 11:59 p.m. on the stated closing date. A criminal records check will be conducted prior to an offer of employment.

**JOB RESPONSIBILITIES:**

Serves as a Coastal Project Manager within the Coastal Services Section of DHEC OCRM. Primary duties include the management of grant specified projects, including scoping,

monitoring milestones, final deliverables and required reporting. Employee will also support DHEC's coastal management program through the collection, management, quality assurance and analysis of spatial and non-spatial data and information. Employee is also responsible for integrating data products into planning and regulatory programs, including emergency preparedness and response, and production of associated publications and applications. Employee provides professional guidance to local governments, citizens and other stakeholders.

#### **MINIMUM AND ADDITIONAL REQUIREMENTS:**

A high school diploma and experience in environmental health programs. A bachelor's degree in the natural or physical sciences, mathematics, public health, engineering or a related technical field may be substituted for the required work experience. Employee must work effectively in a team-oriented environment and encourage positive working relationships with coworkers, industry, and government officials; work independently in a field environment; work in all reasonable weather conditions; access non-traditional work environments; must be able to swim and work comfortably in a boat on open water and in rough weather conditions; Must maintain a professional appearance. Must possess a valid driver's license and maintain a good driving record. Must have experience in managing multiple projects simultaneously. Must be able to effectively prioritize and work with cooperative agencies and across program areas. Proficiency with Microsoft Office and ESRI products required. This position requires extensive use of common office software (Permitting databases, Word, Excel, Access, Application Xtender, etc.) for document and database creation and maintenance.

#### **PREFERRED QUALIFICATIONS:**

A master's degree in the natural or physical sciences or related technical field; or a bachelor's degree in the natural or physical sciences or related technical field and one year of environmental health or related experience; or an associate degree in the natural or physical sciences or related technical field and three years of environmental health or related experience; or high school diploma and five years of environmental health or related experience. Institutions of higher learning must be recognized by the Council for Higher Education. If selected for this position, you will be required to provide an official college transcript providing your educational background and degree status. Employee should have excellent demonstrated project management and organizational skills, with experience managing multiple projects simultaneously. Must be skilled at analyzing spatial data using ArcGIS and associated software; Must be skilled in data management and use of Microsoft products (Access/SQL, Excel, Outlook, Word, etc.); Experience using RTK-GPS and mapping grade GPS units preferred; Must be able to work independently and in teams; Must be able to communicate effectively orally, in writing and produce visual communication products to support presentation of information; Must be willing to occasionally work in non-traditional and challenging work environments, including beach/dune system, marshes and boats. Occasional overnight travel may be required.

#### **ADDITIONAL COMMENTS:**

SC DHEC is an equal employment opportunity/affirmative action employing agency. We are committed to a diverse workforce. SC DHEC does not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:  
[careers.sc.gov](http://careers.sc.gov)

OR  
1362 McMillan Avenue, Suite 400  
Charleston, SC 29405

Job #85346/61010523  
ENVIRONMENTAL HEALTH MANAGER II  
LD

#### **Environmental Health Manager II Supplemental Questionnaire**

\* 1. Supplemental questions are considered part of your official application. Any misrepresentation will result in your disqualification from employment. Please complete the state application to include all current and previous work history and education. A resume will not be accepted or reviewed to determine if an applicant has met the qualifications for the position. I have read and acknowledge the above statement.

Yes  No

\* 2. Applicants indicating college credit or degree(s) on the application will be required to upload a copy (official or unofficial) of the transcript as an attachment to the application. Please note that some areas of the agency may require an official, certified copy of the transcript prior to hiring or within a specific timeframe required by that area, after hiring. I have read and acknowledge the above statement.

Yes  No

\* 3. If this position requires the applicant to possess a valid driver's license to operate a state vehicle or personal vehicle, any applicant being considered in the final stages of selection for the position will be required to provide a certified copy of a 10-year driving record. I have read and acknowledge the above statement.

Yes  No

\* 4. How did you hear about this position? A. State NeoGov website (jobs.sc.gov) B. LinkedIn, Twitter, Facebook C. Employee Referral/Agency Recruiter D. College Job Board E. External Job Board (SC Works, Indeed, Association) F. Other

\* 5. Do you possess a master's degree in the natural or physical sciences or related technical field; or a bachelor's degree in the natural or physical sciences or related technical field and one year of environmental health or related experience; or an associate degree in the natural or physical sciences or related technical field and three years of environmental health or related experience; or high school diploma and five years of environmental health or related experience?

Yes  No

\* 6. The hiring range for the position is \$39,960 - \$56,947. If selected for this position, are you willing to accept the position at this salary?

Yes  No

\* 7. Do you have experience using ArcGIS and associated products to analyze spatial data? Please explain providing specific examples of data formats, tools, and products.

\* 8. Do you have experience using mapping grade GPS or survey grade RTK GPS to collect data? Please explain.

\* 9.

Do you have experience analyzing and synthesizing data and information from multiple sources to produce technical reports? Please explain.

\* 10. Are you willing and able to work throughout the year in challenging work environments including the beach dune systems marshes and water?

Yes  No

\* 11. This position is headquartered in Charleston, South Carolina. If selected for this position, are you willing to physically report to the designated headquarters on a daily basis?

Yes  No

\* Required Question