

# BENTON COUNTY

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## Job Description – Environmental Health & Land Use Administrator

**Job Title:** Environmental Health & Land Use Administrator

**Department:** Environmental Health and Land Use

**Reports To:** Benton County Board of Supervisors (Land Use) / Benton County Board of Health (Environmental Health)

**Supervises:** Deputy Administrator, Environmental Health and Land Use Technician and other assigned personnel

**FLSA Status:** Exempt

**Updated:** August 26, 2025

### SUMMARY

Under general direction, the Environmental Health & Land Use Administrator manages the environmental health and land use programs by implementing procedures, ordinances, and rules governing these functions. Responsibilities include enforcing state and local public health, environmental, and development regulations; administering the County's Agricultural Land Preservation Ordinance, a Subdivision Ordinance, and Floodplain Management Ordinance; providing technical expertise to the public; and overseeing environmental investigations, permitting, and compliance activities.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Environmental Health:
  1. Perform permitting and design review for private water wells and on-site sewage treatment systems; inspect and approve completed systems for compliance with regulations.
  2. Collect and study soil samples to determine the most appropriate type of onsite sewage treatment systems.
  3. Review time-of-transfer reports and oversee binding agreements; inspect on-site sewage treatment systems for compliance and issue inspection reports.
  4. Perform inspections of commercial septic tank cleaner vehicles; review records including license applications and waste management plans for accuracy; and inspect land application sites.
  5. Respond to requests from public and private entities for information or technical assistance on environmental issues; clarify statutes, rules, and policies.
  6. Support and enforce all local rules and regulations of the Board of Health, and all state environmental rules under contract responsibilities.
  7. Administer and oversee private water well testing, shock chlorination, closure/plugging, and rehabilitation through the Iowa Private Well Grant program.

8. Maintain accurate records for all program activities; administer grants and contracts from/with various agencies.
  9. Conduct environmental investigations of sites and facilities to monitor compliance' report findings, seek compliance, and issue citations for county infractions when authorized. Provide testimony at hearings or in court as an expert witness.
  10. Collect water samples for laboratory analysis; interpret results for the public and coordinate additional professional environmental studies where necessary. (Other sample collections may be performed if required by program scope.)
  11. Assist Emergency Preparedness officials in County disaster response and planning activities.
- Land Use Administration:
    12. Implement, administer, and enforce the County's Agricultural Land Preservation Ordinance, Subdivision Ordinance, and Floodplain Management Ordinance.
    13. Receive and review land use change requests; analyze technical data; prepare written and oral reports for the Board of Supervisors.
    14. Coordinate public hearings for the Board of Supervisors, Board of Adjustment, and Zoning Commission.
    15. Interpret rules and advise the public on platting and subdivision requirements for unincorporated county land.
    16. Review preliminary and final plats; prepare written and oral reports for the Board of Supervisors; assist applicants through compliance processes.
    17. Coordinate the Technical Review Committee (Engineer, Health, Soil Conservation, Conservation Board).
    18. Receive and review floodplain development permit applications; issue permits for development within the floodplain; and maintain accurate and thorough records of all activity, permits, and certificates of elevation.
    19. Maintain accurate records of all land use activities.
  - Administrative & Supervisory:
    20. Direct assigned personnel, including hiring, evaluation, discipline, and discharge; provide guidance on employee performance
    21. Develop and adhere to annual departmental budgets; provide reports to the Board of Health and Board of Supervisors.
    22. Maintain confidentiality of sensitive information.
    23. Promote a positive work environment and encourage professional growth.

## QUALIFICATIONS

### Education and Experience:

- Bachelor's degree from an accredited four-year college or university with major coursework in natural sciences, public health, biology, physical sciences, planning or other related fields.

- Minimum of three (3) years of full-time professional experience in environmental health, land use, or a related field.

#### Knowledge, Skills, and Abilities:

- Knowledge of environmental control principles, practices, and techniques, as well as applicable natural sciences.
- Understanding of local, state, and federal environmental and land use regulations.
- Ability to apply scientific knowledge to specific environmental and public health issues.
- Proficiency in interpreting and applying complex regulations and ordinances.
- Strong verbal and written communication skills, including public presentations.
- Ability to collect, analyze, and interpret technical data.
- Knowledge of soil properties and physical characteristics.
- Competence in managing staff and fostering a cooperative work environment.
- Proficiency with office equipment, computers, and relevant software.
- Ability to use inspection and measuring instruments, hand tools, and safety equipment as required.
- Ability to multi-task and prioritize to achieve maximum results.
- Ability to maintain confidentiality and positive working relationships with internal and external stakeholders.
- Must hold a valid Iowa Driver's License and be insurable under county guidelines.
- Must complete incident command training upon hire.
- Must maintain continuing education credits for required certifications and grant requirements.

#### **PHYSICAL DEMANDS & WORK ENVIRONMENT**

- Regularly required to talk, hear, stand, walk, and use hands for fine manipulation.
- Frequently required to lift/move up to 10 lbs; occasionally up to 50 lbs.
- Work performed in indoor and outdoor environments, including extreme weather, noise, and hazardous conditions.
  
- May be exposed to potential physical harm from agitated citizens, hazardous chemicals, and infectious diseases associated with sewage.
- On-call position; may require nights, weekends, and irregular hours.
- Occasional travel to attend meetings or training.