

POSITION DESCRIPTION COUNTY OF HOWARD, INDIANA

POSITION: ENVIRONMENTAL HEALTH SPECIALIST

DEPARTMENT: HEALTH DEPARTMENT

WORK SCHEDULE: M-F, 8:00 AM – 4:00 PM, (AND AS MAY OTHERWISE BE NEEDED)

JOB CATEGORY: PAT--PROFESSIONAL

DATE WRITTEN: 9/16/08

STATUS: Full-time

DATE REVISED: 12/7/10

FLSA STATUS: Non-Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Under general supervision of the Environmental Health Supervisor and Administrator, all reporting to the Health Officer, the Environmental Health Specialist uses independent judgment while making decisions that affect the environment and public health. Acting within the framework of established National, State and local Laws, codes, rules, and guidelines; including Health Department policies and objectives; The Environmental Health Specialist position monitors and enforces healthy standards in food establishments, septic system installation and operations, rabies prevention, and other environmental health functions, as assigned, while acting as the agent of the Health Officer.

DUTIES:

Complete work assignments as delegated by Environmental Health Supervisor, or Administrator.

Assists the Health Officer, EVN Supervisor, and Administrator in formulating administrative and operational policies and procedures.

Conducts basic operational functions and procedures of Environmental Health Division, such as: conducting pre-plan reviews, inspections, and operations of food establishments, public and semi-public swimming pools and swimming areas, tattoo parlors, and septic systems. May also participate in mosquito control, animal bite program, food borne illness investigations, food product tampering investigations, food safety education, hazardous material spill management, methamphetamine manufacturing contamination management, educational activities, complaint management, and emergency preparedness activities.

Applies effective and efficient methods and procedures for scheduling Environmental Health related activities and programs.

Interprets, implements, and enforces compliance with policies, procedures, and safety regulations.

Evaluates personal operating functions to improve efficiency of methods.

Uses effective and efficient methods and procedures for scheduling and managing personal work flow for greatest efficiency.

Examines personal work for quality and quantity.

Preparing activity reports and maintaining records.

May advise or assist other employees in performing duties; investigates, analyzes operational problems or complaints.

Keeps personal time sheets and personnel records.

Collaborates with the ISDH and other state and local agencies when necessary.

Attends continuing education & training opportunities as assigned.

Assists in the upkeep, condition and viability of equipment and supplies.

Is capable of using a computer to assist in all phases of accountability.

Communicates openly, clearly and concisely, orally and in writing.

Performs any and all other tasks as directed by the EVN Supervisor and Administrator

SKILLS:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or graphic form.

Ability to deal with problems involving several concrete variables in standardized situations.

Ability to understand and apply knowledge of all related Environmental Health issues related to Food Service, septic systems, pool operations, complaint management, emergency preparedness, hazardous materials safety, methamphetamine lab safety, tattoo parlors, mosquito control, dye testing, soil composition, pre-planning, and inspecting.

Ability to use typing skills and a computer.

Ability to read and comprehend complex instructions, detailed correspondence, memos, laws, codes, rules, policies, procedures and legal briefs.

Ability to write complex correspondence and technical documents.

Ability to effectively present information in one on one, small and large group situations to customers, clients, and other employees of the county.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

RESPONSIBILITY: Promote the health of the community and local environment by assuring compliance with Indiana Law, ISDH codes, regulations, rules and procedures; as well as,

Howard County Ordinances, codes, rules, and procedures; and the policies and practices of the Health Department.

EDUCATION AND EXPERIENCE: Possession of a Bachelor's degree from an accredited college or university with major course work in Environmental Studies, Environmental Health, Environmental Affairs, Biology, Science, or Public Administration, or closely related field preferred; and/or equivalent experience.

PERSONAL WORK RELATIONSHIPS: Ability to communicate and interact humanely and tactfully, with dignity, both verbally and in writing.

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close and distance vision, as well as the ability to adjust focus.

WORK ENVIRONMENT: Duties are performed in an office setting, and in the field; both indoors in institutional and in outdoor residential and business settings.

This job description describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment, nor is it intended to describe all duties someone in this position may perform. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
YES _____ NO _____

Applicant/Employee signature

Date