

Hendricks County Job Description

Title: Environmental Health Specialist

FLSA Status: Exempt

Department: Environmental Health

Pay Band: PAT 3

Supervisor: Environmental Health Director

Date Prepared: 06/30/2015

Date Approved: 01/14/2016

PURPOSE OF POSITION:

Incumbent promotes individual and population public health by providing the essential services of public health within a variety of settings. Responsibilities include issuing permits for environmental activities and regulated establishments, inspecting properties, businesses and homes, collecting and analyzing environmental samples; identifying health and environmental hazards. Incumbent assists in disease outbreak investigations. They ensure compliance with a broad range of current local and state regulations. The incumbent also provides public health information and environmental technical assistance.

ESSENTIAL FUNCTIONS:

- Reviews construction plans of regulated facilities and activities to ensure compliance with state and local regulations.
- Approves permits for retail, temporary, mobile food establishments, schools, bed and breakfasts, and catering, public, semi-public pools and spas, ground water wells, onsite septic systems, body modification establishments and solid waste processing facilities.
- Conducts routine and follow-up inspections of permitted entities to ensure compliance with existing local and state regulations.
- Investigates environmental health complaints, suspected disease outbreaks, point source sewage discharges, mosquito complaints and other environmental nuisance complaints.
- Evaluates environmental health hazards and compliance with applicable requirements through investigation, environmental sampling and follow up investigation.
- Develops remediation time frames and remediation plans for compliance.
- Prepares correspondence and maintains public records on environmental health activities.
- Provides documentation adequate for successful enforcement of state and local environmental health regulations.
- Responds to questions and communicates requirements and public health rationale to the regulated community and general public.
- Utilizes geographical information systems, field equipment, and valid sampling procedures.
- Applies chemicals and other pesticides when necessary under the direct supervision of a Category 8 Certified Pest Control Operator.

- Collaborates in the development and delivery of environmental programs and activities regarding public health and environmental issues.
- Collaborates in meeting the goals set forth in the Local Health Maintenance Grant.
- Actively participates in departmental emergency and public health preparedness plans, drills and exercises.
- Performs normal duties when on emergency call.

NON-ESSENTIAL FUNCTIONS:

- Trains new Environmental Health personnel in inspections, plan reviews and complaint actions.
- Performs other duties as assigned.

EDUCATION AND QUALIFICATION REQUIREMENTS:

- Bachelor of Science degree with at least 30 hours of physical or biological science
- Ability to obtain and maintain Certified Pool/Spa Operator Certification
- Knowledge of the core functions and the essential services of public health
- National Incident Management System (NIMS) IS-100-400, IS-700, IS 800 certification within a year of employment
- Knowledge of emergency preparedness plans and the ability to perform the assigned functions
- Knowledge of state and county Environmental Health regulations
- Knowledge of data collection, analysis and interpretation techniques
- Knowledge of conflict resolution skills
- Knowledge and use of computerized data management systems
- Ability to effectively and tactfully interact with persons of diverse cultural socioeconomic and ethnic backgrounds
- Ability to interpret and apply regulations appropriately
- Ability to communicate well, both verbally and in writing
- Ability to work in groups and with individuals of varied backgrounds
- Ability to work outside of normal business hours to accomplish departmental goals
- Good organizational skills
- Basic computer and mathematics skills
- Ability to have and maintain a Indiana Driver's License
- Physical agility sufficient to crawl and enter into confined spaces
- Ability to lift and carry up to 50 lbs.

RESPONSIBILITY:

Responsibilities include reviewing plans, permitting, inspection, investigation, collection of data, and interpretation of data to identify health and environmental hazards in homes and businesses. The Environmental Health Specialist follows state and local regulations to carry out responsibilities, but uses independent judgment and discretion to apply regulations. Projects are assigned by the supervisor with limited review. The position

requires decision-making abilities in the field performing inspections. Errors in judgment can result in delays, moderate cost, and inconvenience to the public.

WORKING RELATIONSHIPS:

Working relationships are with supervisor, associates in same department, other county departments, Indiana State Department of Health, Department of Natural Resources, builders, contractors, managers, operators, the regulated community and the general public for the purpose of communicating information and ensuring compliance with regulations.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Due to the nature of public health, environmental or home visits are likely. There may be exposure to potential health hazards, such as communicable diseases, blood borne pathogens, pests, and environmental hazards. The Environmental Health Specialist may be called upon for service in case of public health emergencies. The majority of the work is performed out in the field resulting in exposure to a variety of weather conditions, dirt, sewage or other potential health hazards. On call 24 hours a day, 7 days a week.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:

The job description for the position of Environmental Health Specialist in the Health Department describes the duties and responsibilities in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. 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

Printed Name