

Tipton County Health Department

Position Description and Criteria-Based Job Description/Expectations

PROVIDED FOR: _____

DATE: _____

DEPARTMENT: Tipton Co. Health Department

POSITION: Environmental Health Specialist

REPORTS TO: Office Manager/Tipton County Health Board

STATUS: Salary Non- Exempt

POSITION SUMMARY:

The Environmental Health Specialist is responsible for the education of the public and enforcement of health laws and ordinances. Employee is involved with air and water quality, sewage disposal, food protection, vector control, solid waste management, nuisance complaints and environmental emergencies.

PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Indiana State Department of Health, Indiana Department of Environmental Management, building inspectors, hospitals, and the public for the purposes of giving and receiving information, rendering service, and instructing others.

PHYSICAL EFFORT & WORK ENVIRONMENT:

Incumbent performs a majority of duties in a standard office environment and in the field. Incumbent is frequently exposed to inclement weather and hazards normally associated with construction sites and the outdoors. Safety precautions must always be followed to avoid injury to self and others. Incumbent may work with or be exposed to violent/irate individuals. Incumbent responds to emergencies on a 24-hour basis.

EDUCATION:

A minimum of High School Graduate. Bachelor's degree and/or equivalent combination of training and experience in Environmental Health or related field a plus. Possess a valid Indiana Driver's License.

JOB EXPERIENCE:

Experience and/or training in any or all areas of environmental health. Computer knowledge is essential. Experience working with the public.

SPECIAL TRAINING/SKILLS:

Food Manager Certification; IOWPA Certification for gravity, flood dose and elevated sand mound septic systems; Pesticide Core Certification

- Certifications must be obtained within the first 90 days of employment

KEY FUNCTIONS/RESPONSIBILITIES:

- Thorough knowledge of public health principles and practices, and ability to apply basic scientific principles relating to environmental health.
- Knowledge of and ability to apply job-related federal, state, and local laws, rules, and regulations.
- Reviews Policies and Procedures annually or as needed.
- Animal Bites
 - Evaluate animals that have been in quarantine for ten days.
 - Input information into state database.
- Foods
 - Review plans for new retail food establishments (RFEs).
 - Inspect RFEs at least once per year.
 - Perform follow-up inspections for underperforming RFEs.
 - Issue permits to RFEs.
 - Issue permits to temporary food establishments.
 - Investigate complaints.
 - Perform inspections of food vendors at all events.
 - Perform pre-operational inspections of all new RFEs.
 - Assess violations and determine if fines are necessitated for repeat offenders.
 - Maintain Food Managers' Certification.
- Methamphetamine/Fentanyl
 - Track current properties that have been designated as "meth houses."
 - Ensure signage is affixed to contaminated properties.
 - Assure that the local list and the state clandestine drug lab list have the same information.
- Mosquitoes
 - Capture samples of local mosquitoes for state testing.
 - Eliminate potential breeding grounds for mosquitoes.
 - Maintain Category 8 pesticide applicator license.
- Property Complaints
 - Address and follow-up on property complaints.
 - Evaluate complaints and determine if action is required.
 - If action is required, adopt a plan of action involving contact with the property owners.
 - Assess the property owners' compliance and determine if further action (letters, fines, etc.) is warranted.
- Septic
 - Examine soil tests, determine minimum specifications for a system, send specs to installers and/or property owners.

- Evaluate system designs, using state-issued plan review and assuring minimum specs are met and that the state Rule is being observed.
- Issue permits for systems that meet the above criteria.
- Inspect systems using state-issued inspection form.
- Evaluate systems that may be in failure (taking water samples to the state lab, running dye tests, issuing letters to property owners.
- Contact prospective installers at the end of each year, sending them tests, updated information, registration forms, etc.
- Collect license and permitting fees.
- Maintain IOWPA certification.

ACKNOWLEDGEMENT

I have read and understand my job description, and I have discussed my job requirements and responsibilities with my supervisor.

Employee Name Printed

Employee Signature

Date

Supervisor Signature

Date