



Allen County Job Descriptions

ENVIRONMENTAL HEALTH SPECIALIST I-POLLUTION CONTROL

Department: Health – Pollution Control

FLSA Status: Non-exempt

Classification/Level: PAT III

Date Last Reviewed: 7/19/2018

To Apply:

Pay: \$22.85/hour

https://cta.cadienttalent.com/index.jsp?POSTING_ID=98169762096&locale=en_US&SRCSEQ=postingSearchResults&SEQ=jobDetails&applicationName=AllenCountyGovernmentKTMDReqExt

Under the direction of the Environmental Services Division Director, the Environmental Health Specialist I-Pollution Control promotes the health, safety and well-being of Allen County residents by finding, eliminating, and/or preventing the sources of pollution and inspects residential septic systems for compliance with state and local regulations. This position is covered as defined under the Board of Commissioners of the County of Allen Employee Handbook.

ESSENTIAL FUNCTIONS:

- Conducts construction inspections for septic systems and all associated field work including administrative follow-up regarding enforcement.
- Conducts swimming pool inspections including opening, re-opening, test stripping and spot checking.
- Provides education to homeowners, septic system installers and swimming pool operators.
- Performs Allen County Onsite Wastewater Management District (ACOWMD) operation and maintenance inspections.
- Performs construction inspection progress tracking and data analysis, GPS mapping, map editing, lab processing and analysis.
- Performs all other duties as assigned, including overtime as required.

REQUIREMENTS:

- Bachelor's Degree in Environmental Science/Health, Biology, Public Health or related degree with one year experience in inspecting or quality control preferred
- Valid Driver's License in order to travel to and from work related activities
- Working knowledge of State and Local codes and rules pertaining to the design and installation of residential onsite sewage systems
- Working knowledge of the biologic and physical factors involved in the digestion and filtration of household waste in an onsite treatment system
- Strong written and verbal communication skills with the ability to facilitate compliance while minimizing resistance and resentment
- Ability to interpret a graphic plan and visualize the finished project once completed
- Ability to use Microsoft Office and other relevant computer software
- Ability to operate the GPS/GIS equipment
- Presby Enviro-septic certification – obtained upon employment

- National Incident Management Systems Certification (NIMS) – obtained upon employment

DIFFICULTY OF WORK:

The Environmental Health Specialist I-Pollution Control investigates sewage and water supply systems in accordance with generally accepted procedures and legal requirements, exercising judgment to evaluate and enforce compliance with all procedures and legal requirements, exercising judgment to evaluate and enforce compliance with all sanitation/health legal requirements. The work involves a variety of different, individual situations and requires careful consideration of complex circumstances and variables.

RESPONSIBILITY:

The Environmental Health Specialist I-Pollution Control assures proper functioning of sewage and water systems in Allen County, including investigating complaints, reviewing plans and specifications and enforcing legal requirements. Work is reviewed for soundness of judgment, technical accuracy and compliance with Department policies and legal requirements.

PERSONAL WORK RELATIONSHIPS:

The Environmental Health Specialist I-Pollution Control maintains communication with other County employees, officials from other government and regulating agencies and members of the general public to conduct inspections and investigations, enforce sanitation laws and requirements and provides sanitation related information and assistance as needed.

WORKING CONDITIONS:

The Environmental Health Specialist I-Pollution Control performs some duties in the field with exposure to health and physical hazards normally associated with the inspection and investigation of health and sanitation problems with the ability to frequently lift over 60 pounds, bending, pushing/pulling loads and kneeling with some reaching over head and climbing ladders. The Environmental Health Specialist I-Pollution Control is frequently exposed to temperature extremes, dangerous equipment with very frequent exposure to biohazard sewage waste and noxious odors/fumes and some chemicals.

SUPERVISION:

None

LICENSING:

Valid Driver's License to drive to and from work related activities

Presby Enviro-septic certification – obtained upon employment

National Incident Management Systems Certification (NIMS) – obtained upon employment

IMMEDIATE SUPERVISOR:

Pollution Control Division Director

HOURS:

8:00am – 4:30pm and as needed including overtime as required

EEO CATEGORY:

0802

WORKERS'S COMP CODE:

9410

I agree that the contents of this job description are a fair and accurate representation of the duties of this position being described.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____