



Allen County Job Descriptions

ENVIRONMENTAL HEALTH SPECIALIST I

Department: Health – Vector Control & Healthy Homes Program FLSA Status: Non-Exempt

Classification/Level: PAT III

Date: 06/2019

Pay Rate: \$20.75/hr

To apply: <https://bit.ly/2FHrrKQ>

Under the direction of the Vector Control and Healthy Homes Program Coordinator, the Environmental Health Specialist I ensures compliance with the all applicable Indiana Codes and Indiana Administrative codes relative to public health nuisances, healthy homes activities, rodent and mosquito control, and general protection of public health. This position engages in inspections/testing as needed relative to the enforcement of the Allen County Lodging Establishment Ordinance and Allen County Public Health Hazards Ordinance. This involves inspecting lodging establishments, properties, and other applicable facilities to address environmental and nuisance complaints as well as licensure and inspection. This position is covered as defined by The Board of Commissioners of the County of Allen Employee Handbook.

ESSENTIAL FUNCTIONS:

- Investigates complaints about rodents, trash and debris, bed bugs, cockroaches, unfit living conditions, and un-maintained swimming pools.
- Seeks compliance with the Allen County Public Health Hazards Ordinance by educating, issuing legal notices, and participating in hearings.
- Conducts inspections of lodging establishments, ensuring compliance with the Allen County Lodging Establishment Ordinance.
- Investigates public complaints about lodging establishments.
- Assists with lead risk assessments.
- Posts meth-contaminated structures as uninhabitable during and after work hours.
- Assists with mosquito surveillance and control programs.
- Ability to be on-call and respond to public health emergencies after business hours.
- Performs all other duties as assigned, including overtime as required.

REQUIREMENTS:

- Bachelor Degree in Biology, Chemistry, Public Health, Public Affairs, Environmental Health/Affairs, Education, or related field
- One year of experience in inspection, environment, pesticide application or related field preferred
- Strong writing skills with the ability to document work performed, actions taken, or results
- Strong problem solving skills to aid in assessing situations and applying an appropriate solutions
- Strong speaking skills to interview and discuss detailed information with citizen problems and complaints
- Working knowledge of Public Health Laws and Regulations
- Ability to use truck mounted ultra-low volume chemical sprayer, gas powered granular back pack chemical spreader, handheld ultra-low volume chemical sprayer, rodent bait stations, and adult mosquito gravid traps
- Strong computer skills with the ability to use Microsoft Office and other work related computer software
- National Incident Management System (NIMS) certification upon employment as required for all public health staff

REQUIREMENTS (Continued):

- Ability to obtain Indiana Pesticide Applicator Certification 7a and 8 and Indiana Pesticide Applicator License number 7a and 8
- Ability to obtain Indiana Lead Risk Assessor License
- Valid Driver's License to conduct inspections and enforcement

DIFFICULTY OF WORK:

The Environmental Health Specialist performs work that is of substantial intricacy when investigating unsanitary housing and hotel/motel complaints. Judgment is needed to fix complex environmental hazard problems dealing with rodents, trash, insects and mold.

RESPONSIBILITY:

The Environmental Health Specialist is responsible for substantial contributions when working on compliance issues for the Allen County Lodging Establishment Ordinance and the Allen County Public Health Hazards Ordinance. Work is reviewed for soundness of judgment and conformance with departmental policies.

PERSONAL WORK RELATIONSHIPS:

The Environmental Health Specialist maintains communication with other County employees, local, state and federal agencies, and the general public regarding programs and information to control insects and animals that can transmit diseases to humans and in the enforcement of sanitary codes.

WORKING CONDITIONS:

The Environmental Health Specialist (Vector Control) works in the field with insect and animal control including mosquito spraying and surveillance, with exposure to physical and health hazards normally associated with vector control operations. Ability to lift up to 40 pounds, frequently bend, reach over head, and kneel and will be exposed to temperature extremes, dangerous equipment, chemicals, noxious odors/fumes and exposure to biting insects and animals, disease and poisonous plants.

SUPERVISION:

None

LICENSING:

National Incident Management System (NIMS) certification upon employment as required for all public health staff
Indiana Pesticide Applicator Certification 7a and 8
Indiana Pesticide Applicator License number 7a and 8
Indiana Lead Risk Assessor License
Valid Driver's License to conduct inspections and enforcement

IMMEDIATE SUPERVISOR:

Vector Control and Healthy Homes Program Coordinator

HOURS:

8:00am – 4:30pm with the ability to be on-call and to work as needed; 37.5 hours/week; overtime as required

EEO CATEGORY:

0802

WORKERS'S COMP CODE:

9410