

**POSITION DESCRIPTION
COUNTY OF JOHNSON, INDIANA**

POSITION: Environmental Health Specialist
DEPARTMENT: Health
WORK SCHEDULE: 8:00 a.m. - 4:30 p.m., M - F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: August 2017

STATUS: Full-time

DATE REVISED: May 2018

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Johnson County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Environmental Health Specialist for the Health Department, responsible for enforcing federal, state, and local environmental health regulations.

DUTIES:

Inspects food establishments, such as restaurants and groceries, according to a regular schedule or in response to public complaint, reviewing potential health violations and hazards, collecting samples, advising personnel on proper sanitation of equipment, food handling, and rodent/insect control, and taking appropriate action to ensure compliance with all State Board of Health Food Safety Regulations.

Processes applications for food service licenses, such as permanent and new food service establishments and occasionally fair/festival vendors, including inspecting sites. Reviews plans for new or remodeled food establishments.

Maintains various records and case files as required, such as inspection reports, code violation notices, and complaints, and prepares and submits reports as required. Maintains health department's web site.

Inspects public and semi-public swimming pools, septic systems, and public and private water supplies to ensure compliance with state and federal purity standards, including making site inspections, collecting, packaging, and sending water samples to state laboratories for testing, and initiating action to resolve problems.

Receives and investigates environmental complaints as assigned, such as open burning, dumping, rodent infestations, housing conditions, hazardous wastes sites, and air quality issues. Prepares and mails code violation notices to property owners, responds to inquiries, and conducts follow-up inspections to ensure compliance. Inspects mosquito breeding areas, applying pesticides as necessary.

Periodically makes food and environmental health presentations to community groups, food preparation personnel, and public classrooms.

Maintains current knowledge of environmental health issues and regulations by periodically attending seminars and meetings.

Serves on 24-hour call for emergencies.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate Degree in biology, environmental science, life science, or related area.

Must be at least 18 years of age.

Possession of or ability to obtain certification as a Registered Environmental Health Specialist and Food Facility Inspector.

Working knowledge of state and local regulations and standard principles and practices of environmental health, including solid waste disposal, food service/store sanitation and food preparation, and vector and rabies control.

Ability to inspect sites for potential code violations, conduct effective investigations of environmental complaints, and ensure compliance with legal requirements.

Working knowledge of and ability to properly use standard office and food and water testing equipment, including light meter, digital probe thermometers, sanitizer test strips, video camera, radio, pager, computer, copier, and telephone.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to use information sources such as 7-24 Indiana Retail Food Establishment Sanitation Requirements.

Ability to analyze, evaluate, observe, diagnose, and investigate.

Ability to collect, record and analyze data and test samples, maintain accurate records, prepare reports, and make related arithmetic calculations.

Ability to use appropriate universal health and safety precautions to avoid contamination/infection in high-risk environments.

Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruption, often under time pressure.

Ability to work alone with minimum supervision, read/carry out simple written instructions, plan and layout assigned work projects, and prepare detailed reports.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Indiana State Department of Health, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to occasionally work extended hours, weekends, and evenings, respond to emergencies on 24-hr basis, and serve on 24-hour call on rotation basis.

Possession of a valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs duties which are relatively broad in scope, involving varying situations and conditions. Incumbent performs according to well-defined legal requirements and standard Department policies and procedures, exercising judgment in applying guidelines and technical knowledge to specific cases and circumstances.

III. RESPONSIBILITY:

Incumbent monitors various sites for compliance with local and state guidelines governing public environmental health/sanitation, referring to supervisor unusual or unprecedented situations. Work priorities and schedules are primarily determined by the supervisor and work is periodically reviewed for attainment of objectives. Incumbent's assignments and objectives are set jointly by the immediate supervisor. Work errors are primarily detected or prevented through legally defined procedures. Work errors could result in endangerment to self or others.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains communication with co-workers, other County departments, Indiana State Department of Health, and the public for the purpose of explaining and interpreting policies and procedures.

Incumbent reports directly to Director of Environmental Health.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment involving, sitting and walking at will, standing/walking for long periods, working in extreme hot or cold temperatures, responds to emergencies from off-duty status, working near fumes, odors, dust, or dirt, working with or exposed to violent/irate individuals, lifting/carrying under 25 pounds, hearing sounds/communication, handling/grasping objects, fingering objects, pushing/pulling objects, crouching/kneeling, keyboarding, speaking clearly, color perception, bending, reaching, close vision, far vision, and depth perception.

Incumbent occasionally works extended hours, weekends, and evenings, responds to emergencies on 24-hr basis, and serves on 24-hour call on rotation basis.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Environmental Health Specialist for the Health Department 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. 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

Print/Type Name