

Job Posting

Position: Food/Environmental Health

Department: Madison County Health Department

Work Schedule: 8:00am to 4:00pm, Monday through Friday

Status: Full Time

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Duties

Inspects food establishments and retail food outlets within jurisdiction according to a regular schedule or in response to public complaint, to ensure compliance with state and local food sanitation regulations.

Conducts onsite inspections of septic sewage systems before, during and after installation, and issues required permits.

Maintains records of inspection dates and prepares and submits daily reports and summaries of field inspections for regulatory and administrative action to Division Supervisor and Department Administrator.

Responds to public requests for information about project operations by telephone, email and walk-ins.

Reviews blueprints and plans for new food vending establishments, and advises owners and operators regarding sanitation requirements and procedures.

Periodically consults with food equipment installers and food establishment operators and owners on rules and regulations on food sanitation.

Investigates public complaints regarding chemical spills, burning refuse, unfit housing, and unsanitary conditions by conducting inspections and referring violators to enforcement agencies as needed.

Investigates cases of animal bites and determines appropriate action, such as quarantine, if needed.

Conducts public and semipublic pool inspections to ensure compliance with state and local regulations, and monitors water quality as required.

Assists various governmental offices in health related matters, such as mosquito abatement, and inspections for rodent infestations.

Assists in public presentations to public boards, civic and community groups on topics relating to public health and food sanitation. Performs related duties as assigned.

Job Requirements

Bachelor's Degree in Public Health, Environmental Health, Biology or health-related degree or a combination of education and experience.

Knowledge of the standard principles and practices of public health sanitation, especially in regard to waste water treatment and proper care and handling of edible goods.

Working knowledge of state and local laws and regulations pertaining to all phases of environmental and food sanitation.

Ability to communicate effectively with industry and government representatives, and facility owners and operators in situations of potential difference of opinion or conflict.

Ability to plan, schedule, and conduct field inspections and to maintain accurate records and prepare factual reports.

Ability to conduct standard chemical tests and use basic laboratory equipment, including test kits and microscopes.

Ability to read facility plans and make appropriate recommendations.

Ability to communicate effectively with facility owners and operators in situations of potential difference of opinion or conflict.

Ability to legally operate a motor vehicle.

Difficulty of Work

Incumbent performs duties which are relatively broad in scope, dealing with a wide variety of situations and individuals. Work is accomplished to generally accepted but not always clearly applicable guidelines, calling for judgment in determination of the most pertinent guidelines to apply to particular problems and situations.

Responsibility

Incumbent applies the principles and practices of general health sanitation to specific situations, with fundamental responsibility for ensuring public compliance with department policies and legal standards. Special problems or deviations from normal operating methods are discussed with supervisors at the discretion of the incumbent, with work reviewed for compliance with general policy.

Personal Work Relationships

Incumbent maintains work relationships with department staff, supervisor, administrator, governmental representatives, public facility owners and operators, and other members of the general public for the purpose of implementing required inspections, disseminating information, and ensuring that environmental protection and food sanitation standards are met and maintained.

Applicant/Employee Acknowledgment

The job description for the position of Environmental Health Specialist of the Madison County 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 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

To be considered, please send:

A cover letter, resume and three (3) references to Stephanie Grimes, at Madison County Health Department, 206 E. 9TH, Anderson, Indiana 46016

Or

sgrimes@madisoncounty.in.gov

by December 31, 2018 at 4 p.m.

Madison County Government is an Equal Opportunity Employer (EOE).