

Decatur County Health Department
Job Opening

The Decatur County Health Department has an opening for an Environmental Health Specialist.

PURPOSE OF POSITION:

Incumbent serves as Environmental Health Specialist for the Decatur Health Department, responsible for conducting various health and environmental inspections, and providing information and education to the public.

ESSENTIAL FUNCTIONS:

Under the direction of the Health Department Director-

- Reviews construction plans of regulated facilities and activities to ensure compliance with state and local regulations.
- Approves permits for public, semi-public pools and spas, and onsite septic systems
- Conducts routine and follow-up inspections of permitted entities to ensure compliance with existing local and state regulations.
- Investigates environmental health complaints, suspected disease outbreaks, point source sewage discharges, mosquito complaints and other environmental nuisance complaints.
- Evaluates environmental health hazards and compliance with applicable requirements through investigation, environmental sampling and follow up investigation.
- Develops remediation time frames and remediation plans for compliance.
- Prepares correspondence and maintains public records on environmental health activities.
- Provides documentation adequate for successful enforcement of state and local environmental health regulations.
- Responds to questions and communicates requirements and public health rationale to the regulated community and public.
- Utilizes geographical information systems, field equipment, and valid sampling procedures.
- Applies chemicals and other pesticides, when necessary, under the direct supervision of a Category 8 Certified Pest Control Operator.
- Collaborates in the development and delivery of environmental programs and activities regarding public health and environmental issues.
- Actively participates in departmental emergency and public health preparedness plans, drills and exercises.
- Conducts inspections of unsanitary dwellings making recommendations for compliance with State and local codes or legal action.
- 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.
- Conducts routine inspections of food service establishments and retail food markets, collecting food samples for analysis, completing inspection reports on construction, cleanliness, and sanitation, and investigating suspected food poisoning.
- Conducts inspections of unsanitary dwellings making recommendations for compliance with State and local codes or legal action.
- Presents educational talks to community groups and conducts public health education programs and activities
- Performs various administrative and/or clerical tasks, including conducting environmental health surveys, completing various reports and recommendations, preparing, and mailing correspondence, and assisting in Vital Records division as needed.
- Maintains department equipment, including making minor repairs, as necessary.
- Attends conferences and training seminars as required.
- Testifies in court as required.
- Responds to emergencies on a 24-hour basis.

- Performs related duties as assigned.
- Performs other duties as assigned.

EDUCATION AND QUALIFICATION REQUIREMENTS:

- Bachelor's degree and/or equivalent combination of training and experience in Environmental Health or related field.
- Ability to obtain and maintain Certified Pool/Spa Operator Certification
- Knowledge of the core functions and the essential services of public health
- National Incident Management System (NIMS) IS-100-400, IS-700, IS 800 certification within a year of employment
- Knowledge of emergency preparedness plans and the ability to perform the assigned functions
- Knowledge of state and county Environmental Health regulations
- Knowledge of data collection, analysis, and interpretation techniques
- Knowledge of conflict resolution skills
- Knowledge and use of computerized data management systems
- Ability to interact with persons of diverse cultural socioeconomic and ethnic backgrounds effectively and tactfully
- Ability to interpret and apply regulations appropriately
- Ability to communicate well, both verbally and in writing
- Ability to work in groups and with individuals of varied backgrounds
- Ability to work outside of normal business hours to accomplish departmental goals
- Good organizational skills
- Basic computer and mathematics skills
- Ability to have and maintain a Indiana Driver's License
- Physical agility sufficient to crawl and enter into confined spaces
- Ability to lift and carry up to 50 lbs.

RESPONSIBILITY:

Responsibilities include reviewing plans, permitting, inspection, investigation, collection of data, and interpretation of data to identify health and environmental hazards in homes and businesses. The Environmental Health Specialist follows state and local regulations to carry out responsibilities but uses independent judgment and discretion to apply regulations. The position requires decision-making abilities in the field performing inspections. Errors in judgment can result in delays, moderate cost, and inconvenience to the public.

WORKING RELATIONSHIPS:

Working relationships are with supervisor, associates in same department, other county departments, Indiana State Department of Health, other state departments, builders, contractors, managers, operators, the regulated community and the general public for the purpose of communicating information and ensuring compliance with regulations.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Due to the nature of public health, environmental or home visits are likely. There may be exposure to potential health hazards, such as communicable diseases, blood borne pathogens, pests, and environmental hazards. The Environmental Health Specialist may be called upon for service in case of public health emergencies. The majority of the work may be performed out in the field resulting in exposure to a variety of weather conditions, dirt, sewage or other potential health hazards. On call 24 hours a day, 7 days a week. Incumbent performs most duties in a standard office environment and in the field, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing up to 25 pounds, pushing/pulling objects, crouching/kneeling/bending/reaching, climbing onto roofs and/or into basements, close and far vision, depth and color perception, keyboarding, hearing sounds/communication, speaking clearly, and handling/grasping/fingering objects. 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. Incumbent regularly works extended, evening and/or weekend hours, and occasionally travels out of town for conferences and training, sometimes overnight.

Salary \$42,900

Decatur County Government is an Equal Employment Opportunity Employer

Applications should be submitted to HR@decaturcounty.in.gov

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