

**POSITION DESCRIPTION  
COUNTY OF PERRY, INDIANA**

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

**DATE WRITTEN:** December 2008

**STATUS:** Full-time

**DATE REVISED:**

**FLSA STATUS:** Non-exempt

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. Perry County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Environmental Health Specialist for the Perry County Health Department, responsible for investigating environmental complaints, conducting on-site inspections, and enforcing federal, state, and local public health and environmental protection laws, rules, and regulations.

**DUTIES:**

Responds to requests, questions, and problems concerning septic systems, wells, and related environmental concerns, providing information and assistance, explaining procedures, conducting inspections, and issuing or denying permits.

Inspects sites prior to construction of septic and sewage disposal systems, conducting soil tests and reviewing landscape features, identifying problems, recommending appropriate designs, and/or taking corrective actions as needed to assure compliance with all applicable laws and legal requirements.

Receives and investigates complaints concerning housing, environmental pollutants, trash, and related conditions, sending warning letters, conducting follow-up investigations, and taking corrective and/or legal enforcement actions as situations require.

Inspects public and private facilities and premises for rodent and insect infestation and conducts rodent and vector control needs assessments. Identifies mosquito and bird problem areas and applies insecticides and pesticides for mosquito control. Provides consultation and public education concerning methods of rodent and vector control.

Investigates animal bite incidents and impounds animals for rabies evaluations, prepares detailed reports and conducts appropriate follow-up procedures.

Inspects food service establishments, markets, schools, and other food-related operations, reviewing potential health violations and hazards, collecting samples, advising personnel on proper sanitation procedures, taking appropriate action to assure compliance with all requirements, and issuing or denying permits.

Inspects public and private water supplies to ensure compliance with state and federal purity standards, including collecting, preparing and forwarding water samples for laboratory analysis and initiating action to resolve problems.

Investigates various spills and/or discharges into the ground and/or bodies of water. Works closely with Indiana Department of Environmental Management (IDEM) on spill complaints and outdoor air complaints.

Maintains accurate and detailed files of all complaints, inspections, and related documents.

Completes a variety of daily, monthly, and annual reports, submitting to regulating agencies as required.

Periodically testifies in legal proceedings/court as necessary.

Attends professional education workshops and training seminars as required.

Occasionally responds to emergencies on a 24-hour basis.

Performs related duties as assigned.

#### **I. JOB REQUIREMENTS:**

Baccalaureate Degree in Environmental Science, Public Health, Biology or related field.

Possession of or ability to obtain certification as an Environmental Health Specialist and Registered Food Specialist in the State of Indiana.

Thorough knowledge of standard policies and practices of Perry County Health Department and ability to apply appropriate procedures accordingly.

Knowledge of federal, state, and local laws and regulations governing environmental protection and food sanitation, with ability to conduct effective investigations, perform testing and sampling procedures, and assure compliance with all legal requirements.

Working knowledge of and ability to identify mosquito larvae species and apply best methods of mosquito abatement.

Working knowledge of and ability to properly operate a variety of environmental testing equipment and chemical analysis equipment.

Working knowledge of universal health precautions and bloodborne pathogens control, and ability to apply such knowledge to protect oneself against contamination/infection in high risk environments.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare detailed written reports within established deadlines.

Knowledge of standard filing systems and ability to create and maintain Department files.

Ability to operate standard office equipment, such as computer, typewriter, calculator, copier, telephone, fax machine and digital camera.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Indiana State Department of Health (ISDH), IDEM, health departments in surrounding counties, local law enforcement agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of department records and information according to state requirements.

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 competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to understand, memorize, retain, and carry out verbal or written instructions.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral and written form.

Ability to work independently and on several tasks at the same time.

Ability to apply knowledge of people/locations, plan/layout assigned work projects, and make simple arithmetic calculations.

Ability to testify in legal proceedings/court.

Ability to occasionally work extended hours, evenings or weekends and occasionally travel out of town for meetings/conferences, sometimes overnight.

Ability to occasionally respond to emergencies on a 24-hour basis.

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



## **II. DIFFICULTY OF WORK:**

Incumbent performs a wide range of duties that involve consideration of many variables. Majority of duties are performed within clear and well-defined guidelines that are applied to specific tasks. Incumbent exercises judgment when conducting public health and environmental inspections, evaluating compliance with sanitation requirements, and determining appropriate action for non-compliance.

## **III. RESPONSIBILITY:**

Incumbent ensures proper implementation of sanitation requirements and environmental codes according to technical specifications and standard practices of the profession. Goals and objectives of incumbent's work are known and work is reviewed primarily for compliance with Department policy. Frequently, decisions are made which are restricted only by organization-wide policies. Unusual problems or significant deviations from standards are reviewed with supervisor as needed.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, Indiana State Department of Health (ISDH), IDEM, health departments in surrounding counties, local law enforcement agencies, and the public for purposes of exchanging information and explaining, interpreting and enforcing regulations.

Incumbent reports directly to Health Officer.

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment and in the field, involving walking on uneven terrain, bending, crouching/kneeling, close/far vision, color/depth perception, speaking clearly, and handling/grasping/fingering objects. Incumbent is frequently exposed to varying weather conditions and hazards normally associated with construction sites, unsafe dwellings/buildings, and inspection of public health and environmental protection problems. Safety precautions must be followed at all times to avoid injury to self and others. Incumbent maintains considerable contact with the public and may be exposed to irate/hostile persons.

Incumbent occasionally works extended hours, evenings and weekends and may travel out of town for meetings/conferences, sometimes overnight. Incumbent occasionally responds to emergencies on a 24-hour basis.

## APPLICANT/EMPLOYEE ACKNOWLEDGMENT

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 or Type Name