



## OPEN POSITION

### ENVIRONMENTAL HEALTH SPECIALIST

The position of Environmental Health Specialist is now open for applications of interest. This posting will remain open until **March 8, 2019**.

The position involves the ability to analyze and interpret professional and technical journals, conduct epidemiological investigations and control, ability to write reports, business correspondence and procedure manuals.

Other duties include, but are not limited to: enforcement of sanitation standards and regulations concerned with such things as food preparation, pollution control facilities, sewage treatment and disposal, water protection, vector control, nuisance complaints. Other duties will also include temporary food inspections and evening and weekend inspections and trainings.

Qualifications: Bachelors Degree with a minimum of 30 hours of college science or one to two years related experience and/or training; or equivalent combination of education and experience. (LEHP preferred.)

Strong knowledge of Microsoft Office or word processing programs

Ability to become a Licensed Environmental Health Specialist (LEHP) within one year of hire.

Hours: Monday – Friday or Tuesday – Saturday, (after orientation and training), 8:30 a.m. -4:30 p.m., some evenings and weekends, possible holidays.

Salary Grade: 14

Range: **\$19.55 - \$21.57**

Job description available upon request. Applications are available at [www.tazewellhealth.org](http://www.tazewellhealth.org) in the Administration section.

Submit to Evelyn Neavear, Tazewell County Health Department, 21306 Illinois Route 9, Tremont, IL 61568, [eneavear@tchd.net](mailto:eneavear@tchd.net), (309)925-5511, ext.250 or Fax (309)925-4100, no later than **March 8, 2019**.



## Tazewell County Health Department

### Job Description

<b>Job Title:</b>	Environmental Health Specialist I
<b>Department:</b>	Environmental Health
<b>Reports To:</b>	Director of Environmental Health
<b>Job Status:</b>	Full-time
<b>Grade:</b>	14
<b>Prepared By:</b>	Evelyn Neavear
<b>Approved By:</b>	Amy Tippey
<b>Approved Date:</b>	5/6/11

**Summary:** Conducts environmental health inspections and investigations and other ensures compliance with local and state health public health codes. Serves as environmental and public health educators who provides information and performs specialized environmental health work in areas such as water, air quality control, food, solid waste, insect and rodent control, and other environmental problems.

#### **Essential Duties and Responsibilities:**

The following statements are illustrative of duties and responsibilities of the job. The organization retains the right to modify or change the duties and responsibilities of the job at any time.

- Inspect and investigate the sanitary conditions of water supply, garbage, sewage, and other waste disposal systems, of streams, swimming pools, industrial and miscellaneous areas, of food and drink establishments, and of any other facility affecting the environmental health of the community.
- Recommend changes, give proper instructions, and issue compliance orders when applicable for correction of deficiencies and violations.
- Investigate and make recommendations for the abatement of vectors.
- Recommend the issuance or denial of related permits; issue permits as appropriate.
- Conduct environmental surveys; collect required samples.
- Assist in the control of animals with rabies and other diseases that can be transmitted to man.
- Assist in coordinating environmental health activities with federal, state, and local governmental agencies.
- Recommend changes or revisions to departmental policies for compliance with federal, state, and local regulations.
- Provide general and technical information and advice to answer questions and solve problems of the general public.
- Develop and conduct educational presentations on a variety of public health and environmental issues.
- Conduct technical reviews of blueprints, floor plans, and facility plans for compliance with applicable regulations.
- Prepare reports and records.
- May participate in various committees and boards related to program activities and responsibilities.

- Report suspected abuse or neglect of a child as mandated by the Abused and Neglected. Perform other duties as appropriate or necessary for performance of the job.

**Supervisory Responsibilities:**

None

**Qualifications:**

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

**Special Requirements:** Must abide by all Departmental Policies as presented in the Personnel Policy Manual, any policies/procedures within the Department employed and all other duties as assigned.

- Establish and maintain effective working relationships with other County employees, representatives of other agencies and organizations, and members of the community.
- Analyze situations accurately and take effective action.
- Learn to plan and carry out an effective environmental health program and interpret public health needs to others.
- Operate environmental health equipment
- Ability to detect unsanitary conditions and secure their correction
- Ability to read, analyze, and interpret engineering plans and drawings concerning construction and installation of septic systems and well placements
- Ability to establish and maintain effective working relationships with relevant publics.
- Ability to independently plan and schedule work activities.
- Must take courses for NIMS compliance Levels- 100a, 200a, 300, 400, 700a & 800b

**Education and/or Experience:**

Bachelor's Degree with 30 hours College science

Entry level position -no experience required

**Certificates, Licenses, Registrations:**

Current driver's license

Current auto insurance

Must be a Certified Food Service Sanitation Manager or obtained within 6 months of hire. Must be a Certified Food Service Sanitation Manager Instructor or obtained within 12 months of hire.

**Knowledge:**

- Thorough knowledge of the geographical makeup of the County.
- Thorough knowledge of sanitary food handling procedures and food-borne illnesses.
- Thorough knowledge of biological and environmental chemistry as they apply to environmental health programs being administered.
- Basic principles and practices of environmental health.
- Purpose and role of County government in enforcing environmental health-learn about the scope and application of laws and regulations pertaining to the environmental health program.
- Local and state laws and regulations governing public environmental health.
- Knowledge of the core functions and essential services of public health

**Language Skills:**

Ability to exercise sound judgment and deal tactfully with a wide range of public contacts while enforcing public health laws and regulations. Ability to analyze and comprehend a wide variety of technical and administrative regulations, records, and reports. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, media, clients, customers, and the general public.

**Mathematical Skills:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. The employee must possess the ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals, percentages, and ratios. The employee must possess the ability to process cash transactions. The employee must have the ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Apply principles of good ethical/legal practice as they relate to study design and data collection. The employee may need to apply common-sense understanding to carry out detailed written/oral instructions. The employee may need to deal with problems involving work flow delays and still meet high standard of accuracy. The employee must possess the ability to manage time and maintain effective organizational levels for the position. The employee may need to make sound decisions in routine situations without supervision. The employee must be able to recognize when a situation should involve supervisory input/action and act upon that need.

**Computer Skills:**

Routine software and business applications including, but not limited to, word processing, spreadsheets, presentation software, and databases. Basic PC hardware and software, Windows OS, LAN and IP Functions, email systems and operations.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to use hands to finger, handle or feel. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The physical requirements described here are representative of those that must be met by an employee to successfully perform the functions of this position.

The employee is frequently required to sit and stand, talk and hear, and walk. The employee is to use hands to handle or operate objects, tools or controls and reach with the hands and arms. The employee

is to use hand-eye coordination in operating computers and office equipment. The employee will need to have the ability to work with light objects such as staplers, phones, copiers, fax machines, communication radios and other small office equipment.

**Work Environment:**

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electric shock. The noise level in the work environment is usually moderate.

The employee may work indoors in an office setting. The employee may work outdoors and require the ability to climb stairs or traverse varying types of terrain. They may be exposed extreme heat, cold, wet and humid conditions. The employee may need the ability to work productively in an environment where noise levels could be distracting at times. The employee may need the ability to work with a high level of accuracy with frequent interruptions. The employee will need to work in a professional manner with fellow employees and members of the public. The employee will need to work within teams or workgroups on Department related focuses/projects.