



Tazewell County Health Department

Job Description

Job Title:	Environmental Health Specialist II/Food Program Lead
Department:	Environmental Health
Reports To:	Director of Environmental Health
Job Status:	Full-time
Grade:	15
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Approved By:	Amy Fox
Approved Date:	1/2018

Summary:

The Food Program Lead is responsible for the overall management of the Food Program, (including the Certified Food Protection Manager (CFPM) certification program) and other programs serving Tazewell County which may include Body Art, Tanning and Radon. The Program lead oversees day-to-day food operational and program activities, and is also responsible for conducting technical reviews of blueprints, floor plans, and facility plans for compliance with applicable regulations, issuing permits, opening new facilities, and insuring staff is properly trained in the FDA risk based inspection process.

Essential Duties and Responsibilities:

- Under supervisory direction, plan, develop and evaluate health and environmental programs, policies and activities and provide input.
- Implement multiple projects in a variety of Food program areas, including but not limited to the Certified Food Managers Program, Food Handlers Program, etc..
- Represents the Tazewell County Health Department on various task forces, meetings, workshops, conferences and collaborates with multiple work groups.
- Train, mentor and assist employees in Environmental Health and support office staff, including planning and monitoring workloads and reviewing completed work to insure compliance with the Tazewell County Food Ordinance and any grant deliverables.
- Develop, review, update and ensure implementation of internal operating procedures, policies and program guidelines.
- Prepare regular reports to management on program objectives and accomplishments; and grant budgets.
- Solve problems involving office and field procedures, where diplomacy is required. Monitor and report on indicators that measure activities, efficiencies, performance and accomplishments on reaching program objectives.
- Provide information, interpretation, technical assistance and regulatory compliance advice to industry, the public, the media and other agencies for environmental codes, regulations and policies.
- Conduct routine/required inspections or audits to ensure compliance with current

environmental codes, regulations and policies and provide technical assistance for environmental management activities. Conduct investigations and initiate enforcement or corrective actions as required.

- Perform Environmental Health duties in addition to the above when work load requires. Perform other duties as assigned.

Supervisory Responsibilities:

Employees in this job have no formal supervisory role, however, may train, guide, or lead employees in the designated work unit. Employees work as part of a team and are responsible for ensuring that the team meets its objectives.

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.

- Must be able to work flexible hours to meet program requirements.
- Ability to establish and maintain effective working relationships with the public, various County and State agencies, and departmental staff.
- Ability to function as an Environmental Health Specialist/Sanitarian. Ability to instruct, organize, direct, and lead subordinate staff as a Licensed Environmental Health Practitioner.
- Ability to plan, organize, direct, and administer a diverse environmental health program. Ability to effectively communicate both orally and in writing.
- Ability to assess current and anticipated community and program needs and to develop and implement programs to meet these needs.
- Ability to rationalize and make decisive decisions in dealing with administrative and environmental health problems.
- Must take courses for NIMS compliance Levels- 100, 200, 700 and 800.

Education and/or Experience:

Bachelor's Degree in Environmental Health or a Bachelor's Degree with 30 hours of college science. Preferred 2-3 years experience in Environmental Health or related field required.

Certificates, Licenses, Registrations:

- Current driver's license Current auto insurance
- Must be a Licensed Environmental Health Practitioner with the State of Illinois Department of Professional Regulation.
- Must be a Certified Food Service Sanitation Manager Instructor or obtained within 30 days of hire.

Knowledge:

- Thorough knowledge of environmental health laws, rules, and procedures.
- Thorough knowledge of environmental health methods and technology in existing and emerging professional fields of work.
- Thorough knowledge of the duties and responsibilities of Environmental Health Specialists and Sanitarians.
- Thorough knowledge of the 2013 FDA Food Code
- Knowledge of the core functions and essential services of public health

Language Skills:

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 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.

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:

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.

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. 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.

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