

Ripley County

Position Description

Position Title: Environmental Health Specialist

Position Number: 1004

Department: Health

Reports To: Administrator

Purpose of Position: The purpose of this position is to perform a variety of duties including field visit inspections, investigating complaints, collecting samples, assisting and consulting with local and State agencies, to provide the citizens of Ripley County with a safe and healthy environment.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Make field visits for site survey evaluation for private on site sewage disposal systems , makes periodical return visits due to unacceptable soil analysis or change in building location, makes visits for final inspections prior to cover up.
- Completes site survey applications, drafts request for soil analysis forms, reviews soil analysis forms, reviews soil analysis reports, compiles letters of notification and compliance.
- Performs food establishment inspections and pre-opening food establishment inspections.
- Investigate complaints of abused animals, dead animal dumping, raw sewage surfacing, open burning and open dumping, hazardous materials, and other environmental concerns.
- Makes court appearances for testimony concerning environmental violations.
- Reviews plans for new food establishments and blueprints for sewage disposal systems.
- Picks up and insures delivery of animal heads to the Indiana State Department of Health for rabies analysis.
- Collects and ships tick and or mosquito specimens to the Indiana State Department of Health or other agency for disease tracking purposes.
- Collects water samples from private sources upon reported illness by a physician from source and transports or ships to the Indiana State Department of Health.
- Performs food borne illness investigations, collects control food samples; interviews patients, investigates source, works with Indiana State Department of Health, conducts follow-up investigations.

- Provides information, assistance and public consultation via telephone and/or walk-in on public health concerns.
- Assist, consult with and maintains strong working relationships with Indiana State Department of Health, Indiana Department of Environmental Management, Department of Natural Resources, Indiana Department of Homeland Security, Indiana State Police, and Ripley County and local agencies, and other partner agencies.
- Prepares quarterly and annual environmental reports.
- Participates in Public Health Preparedness planning and activities.
- Participates in Local Emergency Planning Committee meetings and activities
- Keeps current with publications and attend workshops, seminars, conferences, and meetings pertaining to Public Health.
- Perform other related essential duties as required.

Minimum Training and Experience Required to Perform Essential Duties and Responsibilities

- Bachelor's degree in Public Health or related field with three to five years prior experience; or any equivalent combination for education, training and experience which provides the necessary knowledge, skills and abilities.

Special Requirements

- Must possess a valid Indiana Driver's License
- INEDSS Certification (Indiana National Electronic Disease Surveillance System)-Obtain within 6 months of employment
- ServSafe Certification-Obtain within 6 months of employment
- National Incident Management System compliant (100, 200, 300, 400, 700, 800)-Obtain within 12 months of employment
- Standardized Food Inspection Officer Certification-Obtain within 18months of employment
- Certified Lead Inspector-Obtain within 2 years of employment
- Category 7a & 8 Public Health Pesticides Certification –Obtain within 2 years of employment

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a motor vehicle

- Ability to operate a variety of automated office machines including computer/printer, calculator, copier, laminator, fax machine, telephone, cell phone, etc.
- Ability to operate various inspection, testing, and recording equipment including, cameras, video recorder, TV/VCR/DVD, microscope, chemical test kit, tick test kit, mosquito traps, etc.
- Ability to reach, stoop, kneel, crouch, crawl in the routine inspections of field and food establishment inspections/investigations .
- Ability to climb/walk rugged terrain
- Ability to move and/or lift heavy equipment and machinery

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform algebra and geometry, and use descriptive statistics.

Language Ability and Interpersonal Communication

- Ability to comprehend and correctly use a variety of informational documents including architectural drawings, laboratory reports, photographs, information requests, patient records, billing invoices, soil analysis reports, Material Safety Data Sheets, Tier II Forms, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Indiana Administrative and Criminal Codes, On Site Sewage Disposal Systems-Private and Commercial, Food Establishment Codes, Lead, Housing and Unfit for Human Habitation, etc.), Federal Codes, county plat books, maps, etc.
- Ability to prepare quarterly and annual reports, animal bite report, vehicle mileage report, food establishment report, site survey application, private on site sewage disposal system permit applications, letter, requests of soil analysis assistance, food borne illness investigation forms, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret medical, engineering, legal, and counseling terminology and language.
- Ability to communicate effectively with the Indiana State Department of Health personnel, Indiana State Environmental Management personnel, veterinarians, law enforcement personnel, County Health Officer/Health Board, other County, State, Federal personnel, and the general public verbally and in writing.

Environmental Adaptability

- Ability to work effectively in an office environment and at on-site locations being exposed to varying weather and sanitation conditions.
- Ability to calmly handle irate citizens.

Ripley County is an Equal Opportunity Employer. In compliance with the Americans With Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.