



Delaware County

This document is used to provide a basic description of essential duties and other work elements

Job Title: Environmental Health Specialist	
Department: Health	Position Fund Account No.:
Division:	Job Category: PAT
Work Schedule: 8:30 a.m. – 4:00 p.m., M-F	Job Grade:
Reports to:	Status: Full-time
FLSA Status: Non-exempt (OT eligible)	Effective Date: November 2023 Re-evaluation Date:

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Delaware County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Environmental Health Specialist for the Delaware County Health Department, responsible for enforcing federal, state, and local public health and environmental protection laws, rules, and regulations.

DUTIES:

Responds to requests, questions, and problems concerning health/sanitation and environmental issues, providing information and assistance, explaining procedures, conducting inspections, and issuing or denying permits as applicable.

Processes and/or approve permits and perform plan reviews.

Investigates public complaints and perform environmental inspections of housing units, meth labs, public, and semi-public pools, tattoo shops, shops performing eyelash extensions, lead and vector control, sewage/septic systems, water wells, and other environmental issues, ensuring compliance with public laws, codes, ordinances, and regulations. May inspect open burning and dumping, unsafe buildings, high weeds/grass, sewage systems, and trash/garbage and provide consultation regarding environmental health and safety issues, lead, trash hauling, and hazardous waste inspections.

Performs on-site inspections of food service and retail food establishments within jurisdiction, including farmer's market vendors and mobile and temporary food establishments, fairs, and festivals, according to a regular inspection schedule and in response to public complaints. Ensures compliance with federal, state, and local sanitation safety regulations. Collects food samples for foodborne illness investigations and submits to Indiana Department of Health (IDOH) labs. Responds to food recalls. Performs follow-up investigations and take action as appropriate, including closing establishments for non-compliance with food safety requirements.

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

Investigates complaints of lead poisoning, conducting home visits/environmental risk assessments, testing surfaces for lead-based paint, collecting water, soil and dust samples, discussing results with occupants and providing recommendations on how to reduce or eliminate lead exposure. Assists in developing guidelines for lead assessments and procedures for response/case management, as assigned.

Responds to animal bite complaints and conducts follow-up inspections for rabies as required to ensure compliance with applicable laws. Provides corrective instruction for violations, conducting additional inspections, and referring violators to law enforcement agencies as appropriate.

Assists with developing/maintaining plans for public health emergency response.

Collaborates with agencies and/or health departments on various projects/events.

Maintains accurate and detailed files of complaints, inspections, and related documents, maintaining and updating databases and submits reports and summaries of field inspections for regulatory and administrative action to supervisor.

Reviews and compiles IDEM and IDOH reports, documents, and statistics.

Prepares and delivers presentations on public health, food sanitation, and environmental issues/regulations, conducting seminars and training workshops for owners and operators of food establishments as assigned.

Creates and distributes health education materials and/or may assist with maintaining Department website and social media platforms, including updating/adding information.

Answers telephone, responding to inquiries, taking message, providing information and assistance and/or directing caller to appropriate individual or department.

Attends training sessions and meetings, representing the Health Department as needed.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Bachelor's degree in public health, environmental/health science, or closely related field or closely related work experience required, with two (2) years of experience as a Environmental Health Specialist preferred. Equivalent combination of education, training, and experience considered.

Must be at least twenty-one (21) years of age.

Possession of or ability to obtain and maintain current required certifications and training, which may include ServSafe, Food Protection Manager, Certified Pool Operator (CPO), lead, and hazardous materials, or other related certifications/training.

Ability to meet all hiring and retention requirements, including passage of drug test and background check.

Practical knowledge of standard principles and practices of public health and environmental protection, with ability to conduct effective assessments/investigations, effectively evaluate facility operations, properly review and approve permits, instruct the public about application of appropriate procedures, and ensure compliance with legal requirements.

Practical knowledge of federal, state, and local laws and regulations governing safe food handling practices, food sanitation, with ability to conduct effective investigations of food-related establishments and take action to ensure compliance with all legal requirements.

Working knowledge of standard policies and practices of Delaware County Health Department, with ability to apply appropriate procedures accordingly.

Working knowledge of standard office policies and procedures with computer skills, including word processing, spreadsheet, presentation, email, internet, and Department-specific software systems, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of filing systems with ability to create and maintain accurate and complete Department files.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare documents, correspondence, and detailed written reports as required.

Ability to effectively listen, comprehend, and communicate orally and in writing with co-workers, other County/City departments, elected officials, state and federal departments and agencies, businesses, law enforcement personnel, courts, community organizations, schools, healthcare providers, housing agencies, other health departments, labs, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

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

Ability to plan and deliver public speaking presentations and special events.

Ability to properly operate standard office equipment, including computer, tablet, copier, fax machine, telephone, and presentation equipment, other department equipment such as measuring devices or pest control sprayers, and to operate a vehicle.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to compile, classify, and analyze/evaluate information and make data-driven decisions.

Ability to read/interpret detailed prints, specifications, and/or maps.

Ability to count, compute, and perform arithmetic operations.

Ability to work alone with minimum supervision with others in a team environment.

Ability to plan and layout assigned work projects and work on several tasks at a time, occasionally under time pressure or amidst distractions.

Ability to compare or observe similarities and differences between data, people, or things, and apply knowledge of people and locations.

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

Ability to testify in legal proceedings/court.

Shall 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 occasionally work extended, evening, and/or weekend hours, travel out of town for meetings/training/conferences, sometimes overnight, serve on-call on rotation basis, and respond to public health emergencies on a 24-hour basis.

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

II. DIFFICULTY OF WORK:

Incumbent exercises independent judgment in interpreting general guidelines, instructions, and rules to adapt them to specific cases and circumstances that arise during the course of performing a broad range of duties, many of which are unrelated to one another and present new or unique problems.

III. RESPONSIBILITY:

Incumbent is responsible for proper completion of assigned tasks where desired results are clearly indicated. Incumbent exercises independent judgment in a variety of situations and circumstances, using departmental policies for guidance. Unusual problems or situations are discussed with the supervisor, and work product is periodically reviewed for soundness of judgment and conclusions, and overall adherence with departmental policies.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent communication with co-workers, other County/City departments, elected officials, state and federal departments and agencies, businesses, law enforcement personnel, courts, community organizations, schools, healthcare providers, housing agencies, other health departments, labs, and the public for purposes of exchanging information, rendering service, negotiating, and instructing.

Incumbent reports directly to Environmental Programs Director and Administrator.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties primarily in a standard office environment, vehicle, and in the field, involving sitting/walking at will, sitting/standing/walking for long periods, driving, keyboarding, lifting/carrying objects weighing less than 50 pounds, pushing/pulling objects, handling/grasping/fingering objects, bending, reaching, crouching/kneeling, close/far vision, hearing sounds/ communication, and speaking clearly. In the field, incumbent may work in wet/icy surroundings, extreme temperatures, and walk on uneven terrain. Incumbent is exposed to hazards normally associated with public health, environmental protection, construction sites, and business inspections, such as confined areas, fumes/odors/dust/dirt, and chemicals. Safety precautions must be followed at all times to avoid injury to self and others, including wearing protective clothing/equipment. Incumbent may be exposed to irate/hostile persons.

Incumbent is required to occasionally work extended, evening, and/or weekend hours, travel out of town for meetings/training/conferences, sometimes overnight, serve on-call on rotation basis, and respond to public health emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Environmental Health Specialist for the Delaware County 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_____

Approved by Human Resources Director: _____Date_____

Supervisor Signature Date

Reviewed with Employee Date

Employee's Signature (Printed Name) Date

Signed copy to: Human Resources (Original)
Supervisor