

ENVIRONMENTAL HEALTH INSPECTOR

Division: Environmental Health
Immediate Supervisor: Director of Environmental Health
Bloodborne Pathogen Risk Classification: 3
Fair Labor Standards Act (Exempt Status): N/E
Salary Schedule Pay Grade: 4

Updated: July 2018
Reviewed: December 2008

As with any public sector employment, job descriptions, performance standards, and duties assigned are subject to change dependant on funding allocation and community expectations.

Summary of Duties:

1. Enforces all county ordinances relative to environmental health.
 2. Prepares activity reports and records inspections and investigations.
 3. Investigates citizen complaints regarding violations of applicable public health statutes.
 4. Selects, prepares, and submits samples for laboratory analysis; performs simple field tests.
 5. Confers with facility owners, operators, and the public concerning basic sanitation problems and methods required for compliance with pertinent laws.
 6. Perform surveys of licensed facilities.
 7. Review plans to determine compliance with rules and regulations in conjunction with Supervisor.
 8. Meets regularly with supervisor to discuss completed work and ongoing projects.
 9. Performs other duties as required or assigned.
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Minimum Qualifications:

Must have an associate's degree with nine (9) credit hours of science and a valid driver's license.

Essential/Non-Essential Functions:

Under direct supervision, receives training and performs semi-technical duties in the field of environmental health; makes routine inspections to determine compliance with applicable rules and regulations; observes, receives training and assists in the investigation of service requests of a routine manner.

Must possess the ability to perform technical inspections and make corrective recommendations following such inspections. Ability to establish and maintain effective working relationships with public and private groups and individuals.

Ability to express ideas clearly and concisely in oral and written communications.

Physical/Mental Attributes:

Must be able to write and operate a keyboard. Must have a valid driver's license and dependable vehicle. Must be able to walk, stand and manipulate various environmental inspection and field sampling equipment. Must be able to lift and carry environmental health equipment not to exceed twenty-five (25) pounds.

Ability to work independently, ability to organize and prioritize tasks. Handles assigned tasks with minimal supervision. Ability to assume responsibility of environmental health duties.

Public Health Workforce Competencies

All Knox County Health Department positions are assigned competencies from the "Core Competencies for Public Health Professionals," defined by the 10 Essential Public Health Services. The competencies are organized into 8 domains with specific competencies that match this positions required skills.

Descriptions of each competency can be found at:

http://www.phf.org/programs/corecompetencies/Pages/Core_Public_Health_Competencies_Tools.aspx

- Analytical/Assessment Skills (1A8)
- Policy Development/Program Planning Skills (2A5)
- Communication Skills (3A1, 3A2, 3A5)
- Cultural Competency Skills (4A1, 4A2, 4A3, 4A4, 4A5, 4A6)
- Community Dimensions of Practice Skills (5A1, 5A5, 5A6, 5A7, 5A9, 5A10)
- Public Health Sciences Skills (6A1, 6A2, 6A4, 6A5, 6A6, 6A8, 6A9)
- Financial Planning and Management Skills (7A3, 7A10)
- Leadership and Systems Thinking Skills (8A1, 8A3, 8A5, 8A6, 8A7)

Performance Standards:

Performance will be measured in accordance with the Knox County Health Department approved evaluation tool and established work performance standards.

Administrator Signature

Employee Signature