

ENVIRONMENTAL HEALTH SPECIALIST

Division: Health Protection

Immediate Supervisor: Director of Health Protection

Bloodborne Pathogen Risk Classification: 3

Fair Labor Standards Act (Exempt Status): N/E

Salary Schedule Pay Grade: 6

Updated: September 2012

Reviewed: August 2017

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. Perform surveys and review plans of all food service establishments, which are permitted, or may become permitted, by the Knox County Health Department to determine compliance with rules and regulations.
2. Enforce all county ordinances relative to environmental health.
3. Completes activity reports and records of surveys, investigations, and correspondence.
4. Explains local and state regulations, offers guidance on environmental health practices and principles; advises regarding improvements or corrections necessary to assure compliance with applicable rules and regulations.
5. Evaluates water well and private sewage disposal system applications and performs onsite evaluation prior to issuing permit. Completes onsite inspections of all water wells and private sewage disposal system installations and complaints. Requires corrections, as needed.
6. Conducts inspections of registered sewage pumper trucks and land disposal sites.
7. Inspects contractor well and homeowner well sealings. Works with homeowners in the process of sealing abandoned wells. Verifies proposed application information before recommending approval.
8. Meets regularly with supervisor to discuss completed work and ongoing projects, makes suggestions for corrective measures, and/or enforcement of complete surveys.
9. Serves as a resource of information and answers questions or makes recommendations over the phone and in person in regards to the Environmental Health (EH) programs. Provides written correspondence regarding questions,

interpretation and regulation of code compliance.

10. Collects and presents information at administrative hearings and/or court hearings on EH related activities, providing testimony as required. Responsible for all pre and post-conference correspondence.
11. Collects samples for laboratory analysis which includes: taking water samples for new wells, non-community wells, lead samples, food or water samples during a suspected food or water-borne illnesses, and sewage disposal system effluent and construction material samples. Submits sample to lab within appropriate timeframes. Interprets results, as needed.
12. Trains new employees on programs in Environmental Health.
13. Maintains confidential personal information. Utilizes sound judgment and caution in communications with individuals inside and outside the Department.
14. Collaborates in the development of and contributes to individual, team, and Departmental performance management, quality improvement and evaluation activities.
15. Performs other duties as assigned.

Minimum Qualifications:

Requires a bachelor's degree from an accredited college or university with a minimum of 30 semester hours or 45-quarter hours in the physical and/or biological sciences.

Must apply for an Environmental Health Practitioner Training license within six (6) months of hire.

Must become a Licensed Environmental Health Practitioner within two (2) years of date of hire.

Minimum Qualifications Cont.

Must successfully complete and maintain the Illinois Department of Public Health Food Service Sanitation Managers Certificate examination within six months of employment.

Must be efficient and able to organize and prioritize multiple tasks. Works well independently and as a team member. Handles assigned tasks and work responsibilities as outlined by program and/or Department goals and objectives with minimal supervision. Demonstrates the ability to develop professional relationship with colleagues and community leaders.

Essential/Non-Essential Functions:

With direct supervision, assumes major responsibilities for the implementation and maintenance of food safety program, potable water supply program, sewage disposal, and community and general environmental health programs. Program activities shall assure compliance with local and state laws, regulations, and basic environmental health principles.

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)
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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