

**POSITION DESCRIPTION
COUNTY OF STEUBEN, INDIANA**

POSITION: Chief Environmental Health Specialist/Administrator
DEPARTMENT: Health
WORK SCHEDULE: 8:00 a.m. - 4:30 p.m., M-F
JOB CATEGORY: SO (Professional, Administrative, Technological)

DATE WRITTEN: October 1995 **STATUS:** Full-time
DATE REVISED: October 2013 **FLSA STATUS:** Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document 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.

Incumbent serves as Chief Environmental Health Specialist/Administrator for the Health Department, responsible for enforcing federal, state and local public and environmental health regulations, and supervising and directing assigned personnel.

DUTIES:

Supervises and directs assigned personnel, including administering personnel programs, informing staff of organizational developments, recommending increases or decreases in staff, planning and delegating work assignments, providing training, reviewing position documentation, evaluating performance/salaries and recommending changes and/or personnel actions, maintaining discipline and recommending corrective action as warranted, and assists the Health Officer with interviewing applicants, hiring and terminating personnel as necessary.

Conducts environmental inspections in all public health programs as needed, including reviewing potential health violations and hazards, taking appropriate action to ensure compliance with all requirements, completing reports, and processing applications for appropriate licenses, including receiving fees and providing receipts.

Responds to inquiries, requests, and problems concerning various public health issues including, but not limited to, residential on-site septic systems, sewer systems, private water wells, retail food establishments, public and semi-public swimming pools and related environmental concerns, providing information and assistance, explaining procedures, conducting inspections, and issuing/denying permits as appropriate.

Receives, investigates and resolves public health complaints regarding potential code violations, including, but not limited to, food establishments, foodborne illness, public and semi-public swimming pools, waterborne illness, housing, environmental spills, trash, dead animals, septic/sewers, and other related public health hazard concerns, which may include making on-site inspections, photographing sites, sending warning letters, conducting follow-up investigations, and working with appropriate individuals to resolve conflicts or take legal enforcement action as required to ensure compliance.

Works with the Public Health Nurse, Department staff, and various other federal, state and local agencies in disaster preparedness and bioterrorism planning and training, including, but not limited to, conducting mass immunization clinics and handling mass fatality occurrences.

Assists police, fire departments and local government agencies on disaster preparedness and bioterrorism plans and procedures.

Schedules and conducts administrative violation hearings as required, including reviewing case documentation, coordinating involved parties, mediating discussion and developing compliance schedules, refers cases to attorneys as needed, and periodically provides expert testimony in court proceedings.

Notifies regulating agencies and facilitates enforcement procedures as necessary, maintains various records, including case files, inspection data, and code violations, reviews, prepares and submits reports as required.

Assists the public, including, but not limited to, investigating complaints, conducting record searches for environmental information, providing technical information in various public health areas, presenting educational talks to community groups, and conducting public health education programs/training.

Attends and represents Department at various public health related meetings, and maintains written and oral communication with various state and local agencies/departments to resolve problems and complaints, coordinate services and research regulations.

Prepares agenda, attends and participates in quarterly meetings of County Health Board and maintains regular communication with Board members, providing assistance and information as requested.

Monitors current public health legislation, and collaborates with Health Officer and/or County Attorney in revising Department policies and procedures and County ordinances accordingly.

Maintains current knowledge of public health issues by reading professional publications, serving on committees as directed, and attending meetings, professional workshops, training seminars and conferences as required.

Periodically prepares and delivers public service announcements on behalf of the Department/Health Officer regarding public health crisis situations.

Periodically prepares and presents educational programs and projects for schools, community organizations and industry as requested.

Assists in preparing and administering annual Department budget and related grant budgets, and collaborates with Health Officer in assessing needs, projecting costs and developing goals, objectives, policies and procedures.

Maintains professional memberships.

Responds to public health emergencies on a 24-hour basis.

Performs related duties as assigned by the Health Officer.

I. JOB REQUIREMENTS:

Bachelor Degree in Public Health, Environmental Science, Biology or related field with ability to obtain and maintain required certifications.

Ability to supervise and direct assigned personnel.

Thorough knowledge of and ability to make practical application of federal, state and local rules and regulations governing public health with ability to conduct investigations, perform testing and sampling procedures, and assure compliance with all legal requirements.

Working knowledge of budget/grant administration and ability to compute/perform arithmetic operations and prepare annual Department budget(s) accordingly.

Working knowledge of basic chemistry, biology and bacteriology, and ability to inspect sites of potential code violations, conduct effective investigations of complaints and ensure compliance with legal requirements.

Working knowledge of and ability to properly operate various instruments and equipment, such as computer, typewriter, soil auger, tape measure, thermometers, chemical test kits, compass, tile probe, and scientific calculator.

Ability to collect, record and analyze data and test samples, prepare and maintain accurate Department documents and reports, and make related arithmetic calculations.

Ability to read, research and interpret various technical documents, such as blueprints, project plans and specifications, soil profiles and topographic maps.

Ability to use appropriate universal health and safety precautions to avoid contamination in high-risk environments, including proper use of protective clothing.

Ability to perform duties in a variety of settings, including a standard office environment and in the field, involving sitting/walking at will, crouching/kneeling, bending, reaching, lifting/carrying up to 50 pounds, close/far vision, color/depth perception, keyboarding, speaking clearly, hearing sounds/communication and handling/grasping/fingering objects. Incumbent may be exposed to physical and health hazards normally associated with field work including, but not limited to, construction sites and food establishments, with possible exposure to sewage, chemicals, animal/insect bites, inclement weather, dust, dirt and heavy machinery;

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare written reports/documents, plan and present meetings, agendas, public speaking presentations and news releases as appropriate.

Ability to effectively communicate orally and in writing with co-workers, other county departments, regulating agencies, property owners and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

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

Ability to 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 interview to obtain information, review citizen complaints, and conduct follow-up investigations.

Ability to compile statistics, analyze and evaluate data, make determinations, and present findings in oral and written form.

Ability to work alone with minimum supervision and with others in a team environment, often under time pressure, and on several tasks at the same time.

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

Ability to respond on a 24-hour basis and respond swiftly, rationally and decisively to emergency situations.

Ability to occasionally work extended hours, evening and/or weekend hours, and occasionally travel out of town for meetings, professional workshops, training seminars and conferences, sometimes overnight.

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

II. DIFFICULTY OF WORK:

Incumbent's duties are broad in scope and of substantial intricacy, involving many variables or considerations with interrelationships difficult to ascertain. Incumbent performs according to standard Department policies and procedures and standard practices of the profession, exercising independent judgment in applying guidelines and technical/scientific knowledge to specific cases and circumstances.

III. RESPONSIBILITY:

Incumbent manages Department operations and monitors various sites for compliance with federal, state and local rules and regulations regarding public health. Incumbent works with minimum supervision, referring to the Public Health Officer unusual or unprecedented situations, such as staff discipline and issues with potentially critical impact. Work is primarily reviewed for compliance with Department policy and effect on Department goals/objectives.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact and communication with co-workers, other county departments, federal, state and local environmental health personnel, and the public for the purpose of exchanging and explaining information, coordinating daily operations, conducting investigations and resolving problems. Incumbent frequently persuades code violators to improve conditions/operating procedures to obtain/maintain code compliance.

Incumbent reports directly to Public Health Officer.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a variety of settings, including a standard office environment and in the field, involving sitting/walking at will, crouching/kneeling, bending, reaching, lifting/carrying up to 50 pounds, close/far vision, color/depth perception, keyboarding, speaking clearly, hearing sounds/communication and handling/grasping/fingering objects. Incumbent may be exposed to physical and health hazards normally associated with field work including, but not limited to, construction sites and food establishments, with possible exposure to sewage, chemicals, animal/insect bites, inclement weather, dust, dirt and heavy machinery. Safety precautions must be followed at all times to avoid injury to self and others. Incumbent may encounter irate/hostile individuals. Incumbent periodically responds to public health emergencies on a 24-hour basis, occasionally works extended hours, evening and/or weekend hours, and occasionally travels out of town for meetings, professional workshops, training seminars and conferences, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Chief Environmental Health Specialist/Administrator for the 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 _____

Applicant/Employee Signature

Date

- goals, objectives, policies and procedures;
- Maintains professional memberships;
 - Responds to public health emergencies on a 24-hour basis;
 - Performs related duties as assigned by the Health Officer.

REQUIREMENTS:

- Bachelor Degree in Public Health, Environmental Science, Biology or related field with ability to obtain and maintain required certifications;
- Ability to supervise and direct assigned personnel;
- Thorough knowledge of and ability to make practical application of federal, state and local rules and regulations governing public health with ability to conduct investigations, perform testing and sampling procedures, assure compliance with all legal requirements;
- Working knowledge of budget/grant administration and ability to compute/perform arithmetic operations and prepare annual Department budget(s) accordingly;
- Working knowledge of basic chemistry, biology and bacteriology, and ability to inspect sites of potential code violations, conduct effective investigations of complaints and ensure compliance with legal requirements;
- Working knowledge of and ability to properly operate various instruments and equipment, such as computer, typewriter, soil auger, tape measure, thermometers, chemical test kits, compass, tile probe, and scientific calculator;
- Ability to collect, record and analyze data and test samples, prepare and maintain accurate Department documents and reports, and make related arithmetic calculations;
- Ability to read, research and interpret various technical documents, such as blueprints, project plans and specifications, soil profiles and topographic maps;
- Ability to use appropriate universal health and safety precautions to avoid contamination in high-risk environments;
- Ability to perform duties in a variety of settings;
- Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare written reports/documents, plan and present meetings, agendas, public speaking presentations and news releases as appropriate;
- Ability to effectively communicate orally and in writing with co-workers, other county departments, regulating agencies, property owners and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities;
- Ability to provide public access to or maintain confidentiality of Department records and information according to State requirements;
- Ability to comply with all employer and Department policies and work rules;
- Ability to interview to obtain information, review citizen complaints, and conduct follow-up investigations;
- Ability to compile statistics, analyze and evaluate data, make determinations, and present findings in oral and written form;
- Ability to work alone with minimum supervision and with others in a team environment, often under time pressure, and on several tasks at the same time;
- Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons;
- Ability to respond on a 24-hour basis and respond swiftly, rationally and decisively to emergency situations;
- Ability to occasionally work extended hours, evening and/or weekend hours, and occasionally travel out of town for meetings, professional workshops, training seminars and conferences, sometimes overnight.

LICENSE/CERTIFICATION NEEDED:

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