

**POSITION DESCRIPTION  
COUNTY OF STEUBEN, INDIANA**

**POSITION:** Environmental Health Specialist III  
**DEPARTMENT:** Health  
**WORK SCHEDULE:** 8:00 a.m. - 4:30 p.m., M-F  
**JOB CATEGORY:** PAT B (Professional, Administrative, Technological)

**DATE WRITTEN:** October 1995  
**DATE REVISED:** March 2017

**STATUS:** Full-time  
**FLSA STATUS:** Non-exempt

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. Steuben 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 III for the Steuben County Health Department, responsible for enforcing federal, state and local public health regulations. Incumbent performs specialty functions in various public health areas as assigned and as needed.

**DUTIES**

Conducts inspections of retail food establishments, such as restaurants, markets, schools, fairs, mobile food vendors and food vending machines, including reviewing potential health violations and hazards, advising personnel on proper sanitation of equipment and other necessary procedures, completing reports, and processing applications for food establishment licenses, including receiving fees and providing receipts.

Conducts inspections of public and semi-public swimming pools, including reviewing potential health violations and hazards, completing reports, and processing applications for pool licenses, including receiving fees and providing receipts.

Assists in conducting inspections of new, replacement, and repairs for residential and commercial on-site septic systems, including reviewing potential health violations and hazards, completing reports, and processing applications for on-site septic licenses, including receiving fees and providing receipts.

Conducts private water well placement inspections, completing reports, and processing applications for well licenses, including receiving fees and providing receipts.

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, and conducting follow up investigations.

Assists the public, including, but not limited to, investigating complaints, conducting record searches for environmental information, providing technical information in various public health areas.

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

Maintains professional memberships.

Responds to public health emergencies on a 24 hour basis.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS**

High school diploma/GED with related experience equivalent to a Bachelor Degree in Public Health, Environmental Science, Biology or related field, with ability to obtain and maintain required certifications. Bachelor Degree preferred.

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 ensure compliance with all legal requirements.

Working knowledge of basic chemistry, biology and bacteriology, and ability to inspect sites of potential code violations, conduct effective investigations of environmental 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 probes, and scientific calculator.

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

Ability to 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 physically perform essential duties of the position, including sitting/walking at will, crouching/kneeling, bending, reaching, lifting/carrying objects weighing more than 50 pounds, and handling/grasping/fingering objects.

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

Ability to effectively bring conflict resolution to highly volatile situations and events.

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

Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations.

Ability to occasionally work extended, weekend and/or evening hours, and occasionally travel out of town, for 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 several variables or considerations with interrelationships difficult to ascertain. Incumbent performs according to standard Department policies and procedures and standard practices of the profession, exercising judgment in applying guidelines and technical/scientific knowledge to specific cases and circumstances.

## **III. RESPONSIBILITY**

Incumbent monitors various sites for compliance with federal, state, and local rules and regulations governing public environmental health/sanitation, referring to supervisor for unusual or unprecedented situations, such as non-compliance cases resulting in legal action or technical issues beyond incumbent's expertise. Work is reviewed for soundness of judgment and compliance with Department policy.

## **IV. PERSONAL WORK RELATIONSHIPS**

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

Incumbent reports directly to Chief Environmental Health Specialist/Administrator.

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT**

Incumbent performs duties in a variety of settings, including a standard office environment, and in the field involving standing/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 emergencies on a 24-hour basis, occasionally works extended, weekend and/or evening hours, and occasionally travels out of town, sometimes overnight.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Environmental Health Specialist III for the Steuben 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 as outlined? Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print/Type name