



Environmental Health Specialist

TITLE	Environmental Health Specialist	PAY GRADE	IV
JOB FAMILY	Environmental Health	SALARY RANGE	\$22.77-\$32.60 per hour
REPORTS TO	Environmental Health Director	FLSA	Non exempt
EMPLOYMENT STATUS	Full-Time	CIVIL SERVICE STATUS	Classified

This description is intended to indicate the kinds of tasks and levels of work difficulty required of this title. This description is not intended to limit or in any way modify the rights of management to assign, direct, and control the work of employees under supervision. The listing duties and responsibilities shall not be held to exclude other duties assigned that are of similar kind or level of difficulty.

Summary:

The Environmental Health Specialist is responsible for ensuring a healthy environment for our residents by preventing, mitigating, and containing environmental health hazards. They ensure that local entities and individuals comply with environmental health related laws, regulations, ordinances, and codes. The Environmental Health Specialist will inspect, investigate, provide technical assistance, and ensure compliance with local and state public health and environmental laws, codes, regulations, and policies. They work as a member of various teams or workgroups and work in a variety of settings and may work with any of the programs set forth in the health code, for example: body art facilities, food safety at food facilities, housing and institutions, private water systems (wells and other), pools (indoor and outdoor), household sewage treatment systems, control of vectors, and any other regulated establishments.

Critical Core Competencies:

Uses, accesses, collects, analyzes, and manages quantitative and qualitative data

- Collects data and may participate in research and demonstration projects to improve community health
- Prepares and maintains detailed correspondence and inspection reports, including dates, findings, actions, summary, and status reports
- Collects samples and bacteriological cultures as required in the investigation of foodborne and other communicable diseases, transports samples to lab for testing
- Maintains a log of inspection reports that include at a minimum, date of inspection, findings, planned dates of future inspections, and actions taken based on findings

Communicates with internal and external audiences

- Responds to information, misinformation, and disinformation
- Seeks input from internal and external audiences
- Coordinates messaging with communications team
- Provides environmental health information, interpretation, technical assistance, education, and regulatory compliance advice to individuals, groups, industry organizations, community partners, the public and other stakeholders in relation to sanitation requirements and environmental problems
- Implements communication protocols for notifying other agencies of enforcement actions.

Job Description

- Offers orientation and education support for staff, students, and community health partners to promote understanding of environmental health

Applies public health sciences in delivering Foundational Public Health Services

- Performs environmental health inspections and investigates complaints to verify compliance with state and local regulations in all MPH environmental health programs
- Inspects and evaluates premises having environmental health significance, such as food service establishments, mobile food facilities, commissaries, bakeries, senior living centers, correctional facilities, schools, public swimming pools, on-site water and sewage disposal systems, sites of alleged public health problems, and any other facilities of environmental health significance
- Provides environmental health services such as subdivision review, water supply permit and sewage system review, foodborne or waterborne disease investigation, groundwater contamination, and other detailed environmental health problems.
- Identifies public health concerns
- Applies and enforces compliance with county, city, and/or state laws, ordinances, statutes, policies, and regulations
- Issues notices of violation or enforcement actions to businesses for non-compliance with required standards (depending upon jurisdiction).
- Testifies at court hearings when required
- Investigate complaints regarding environmental health problems and environmental health hazards.
- Responds to public complaints and inquiries concerning environmental health matters in accordance with Department policies and procedures

Implements, evaluates and improves policies, programs, and services

- Ensures that the services provided meet the program requirements
- Maintain an accurate record of accounting activities for grants or other program related costs
- Engages in program evaluation and quality improvement activities
- Engages in performance management by developing and completing goals and objectives, tracking progress, and measuring outcomes

Responds to emerging needs

- Identifies emerging needs using surveillance data, listening to the community, and monitoring social media and Google trends
- Addresses emerging needs by identifying resources, reducing disparities, collaborating with the community, maintaining operations during emergencies, and supporting resiliency and recovery
- Implements protocols concerning 24/7 access to resources for emergent or escalating environmental health hazards
- In the event of a public health emergency, serves assists in department emergency operations.

Qualifications/Requirements:

Bachelor's degree in environmental health, biological, chemical, or physical sciences, or engineering from an accredited college or university preferred; or a bachelor's degree with at least 30 semester hours or 45 quarter hours of approved science and math courses. Must be a Registered Environmental Health Specialist (REHS) or an Environmental Health Specialist in Training. Additional certifications may include Certified Pool Operator (CPO), Certified Food Safety Manager (CFSM). Valid Ohio driver's license and insurance at the time of appointment. Strong proficiency with use of PC hardware & basic software (i.e. Microsoft office), email, and office equipment (i.e., copier, fax, scanner, telephone, etc.). Strong proficiency in using and managing databases.

Job Description

Required Knowledge, Skills, and Abilities:

Knowledge

- Knowledge of Ohio Administrative Code, Ohio Revised Code, applicable local ordinances, and other applicable regulations, policies and procedures
- Knowledge of environmental health principles, inspection protocols, and enforcement procedures
- Knowledge of environmental health division SOGs, best practices, and team dynamics
- Knowledge of HIPAA regulations and ability to preserve confidentiality of protected health information and records
- Knowledge of the Foundational Public Health Services, the 10 Essential Public Health Services
- Knowledge of the Core Competencies for Public Health Professionals, and the Strategic Skills for Public Health Practice

Skills

- Project and time management skills
- Preparing accurate and timely written records and reports and taking accurate notes
- Planning, organizing, and prioritization skills
- Strong proficiency with internal databases, online data management systems, and data collection methodology
- Apply the Foundational Public Health Services and 10 Essential Public Health Services to a local health department setting
- Follow protocols, procedures, and established guidelines

Abilities

- Follow protocols, procedures, and established guidelines
- Work with high level instructions and minimal supervision
- Manage a demanding and changing workload and manage multiple tasks simultaneously
- Apply the MPH core values to day-to-day activities, customer interactions, and special projects
- Analyze, problem-solve, and think critically
- Work effectively both as part of a team and independently
- Interact appropriately and effectively within a wide range of settings and various audiences
- Build and maintain relationships with diverse individuals and populations using cultural sensitivity and principles of health equity
- Ability to apply the Foundational Public Health Services and the 10 Essential Public Health Services to work functions and special projects
- Ability to apply the Core Competencies for Public Health Professionals and the Strategic Skills for Public Health Practice to day-to-day tasks as well as special projects
- Ability to engage in professional development and apply new knowledge and skills to public health practice

Environmental Health Specialist

Date

Environmental Health Director

Date