

**POSITION DESCRIPTION  
COUNTY OF MORGAN, INDIANA**

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

**DATE WRITTEN:** September 2019

**STATUS:** Full-time

**DATE REVISED:**

**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. Morgan 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 for the Morgan County Health Department, responsible for conducting routine and emergency inspections of various facilities to ensure the public health, and fields calls and disseminates information on public health issues.

**DUTIES:**

Performs inspections of food establishments, including ensuring compliance with food handling laws, reviewing plans for remodeling or additions, educating managers and owners, and holding training sessions for food service employees and owners. Conferences with managers and owners when necessary to correct violations, and makes and keeps records of all inspections, including communicating in writing, and testifying at hearings, as needed.

Investigates food poisoning or foodborne illness outbreaks. Collects and sends samples to ISDH for testing and/or analysis.

Inspects temporary food establishments, inspects food establishments after flood or fire to determine fitness for opening, and accompanies State health inspectors of vending operations, orchards, hospitals, and food salvage operations.

Performs inspections of new construction and home remodel septic systems, including soil tests, sending out packets for proposed septic systems, reviewing submitted plans, visiting site of proposed septic system, and visiting site for final inspection of installed system. Works with homeowners to ensure new construction and remodels are not built over septic systems. Performs follow-up visits as necessary, documents all steps, and maintains files. Works with ISDH officials on problem sites, systems, and state-designated commercial systems.

Tests all installers for competency and distributes list of registered installers to public, coordinates installer meetings, and provides building inspector with status information for Certificate of Occupancy.

Ensures compliance with Rental Housing Ordinance, including inspecting rental housing units, and working with Child Protection, Adult Probation, Welfare, CAP, and Police and Fire departments to ensure safety of the public/citizens.

Inspects public and semi-public swimming pools to ensure compliance with state code and county ordinance, including investigating complaints of public and semi-public pools.

Ensures compliance of Illegal Dumping Ordinance, including investigating complaints, and assisting IDEM with complaints against illegal dumping.

Inspects Tattoo Parlors and Body-Piercing establishments to ensure compliance with state codes and County ordinance, including investigating complaints.

Investigates and communicates with neighbors regarding disputes over health department inspections/investigations.

Investigates a variety of complaints, including food, septic, housing, and illegal dumping, including obtaining samples, documenting information, and communicating with owners regarding clean-up activities. Coordinates with and assists IDEM with investigating open burning activities, spills, including help in remediation and clean-up plans.

Enforces rabies laws, including transporting animal samples to ISDH laboratories as needed, and documenting and reporting lab findings to those affected.

Inspects complaints of Smoking Ban as requested by ATC.

Performs a variety of Vector Controls duties, including educating and advising on West Nile and mosquito problems, collecting and forwarding/transporting dead birds for testing, and distributing mosquito control chemicals to public, as needed.

Educates the public and performs outreach activities, including fielding calls regarding mold, bed bugs, and asbestos, providing standing water and failed septic system information, attending septic installer training meetings, conducting food training for food employees and Farmer's Market vendors, and providing training/lectures to various community groups.

Regularly works extended/weekends/evening hours, and occasionally responds to emergencies from off-duty status.

Occasionally travels out of town for conferences, but not overnight.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS:**

Bachelor's degree in Biology, Ecology, Public Health, Environmental Science, or closely related field, and experience in Public Health field or related discipline.

Must obtain and maintain certifications in Certified Pool Operator, IOWPA, and FDA Certified Retail Food Inspector. Presby Environmental, and Advanced Treatment Leachfield certification.

Ability to meet all County hiring requirements, including passage of a drug test.

Thorough knowledge of and ability to make practical application of standard policies and practices of the Morgan County Health Department.

Knowledge of public health laws and accepted principles and practices of public health, with ability to effectively examine and screen individuals, assess needs, and provide information, treatment, assistance, and referrals.

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

Knowledge of standard filing systems and ability to create and maintain Department files.

Ability to operate standard office equipment, such as computer, calculator, telephone, and vehicle.

Ability to operate instruments and equipment, such as elevation laser, tape measure, soil probe, pool kits, thermometer, black-lights, and scanner.

Ability to write/edit reports, and advise people.

Ability to plan and present public speaking presentations.

Ability to comprehend and correctly use a variety of information documents, including, but not limited to, State codes for foods, pools/septic systems/housing, local ordinances, and product manuals.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Purdue Extension office, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to explain, demonstrate and clarify well-established policies, procedures and standards.

Ability to provide public access to or maintain confidentiality of Department information and records 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 competently serve the public with diplomacy and respect, including occasional encounters with difficult/distraught persons.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to add, subtract, multiply, divide, and calculate decimals and percentages.

Ability to analyze data to discover facts or develop concepts or interpretations.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions, interruptions, and time constraints, and on several tasks at the same time.

Ability to work extended/weekends/evening hours, and occasionally respond to emergencies from off-duty status.

Ability to occasionally travel out of town for conferences, but not overnight.

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

## **II. DIFFICULTY OF WORK:**

Incumbent performs a wide range of duties which involve consideration of many variables. Majority of duties are performed within clear and well-defined guidelines that are applied to specific tasks. Incumbent exercises judgment when inspecting food establishments and investigating food-related illnesses, evaluating compliance with sanitation requirements, and determining appropriate action for non-compliance.

## **III. RESPONSIBILITY:**

Incumbent enforces sanitation requirements, including requesting Board of Health hearings or closing establishments as deemed appropriate. Assignments are guided by broad policies and/or general objectives. Purpose and desired results of incumbent's work are known and work is periodically reviewed for compliance with legal requirements and effect on Department policy. Incumbent regularly makes decisions in absence of policy; subject only to guidance from supervisor.

**IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, Purdue Extension office, and the public, for purposes of ensuring compliance with Health Department requirements, and rendering service.

Incumbent reports directly to Health Officer.

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

Incumbent performs majority of duties in a standard office setting, in a vehicle, and outdoors at sites, involving sitting/walking at will, standing for long periods, keyboarding, lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, crouching/kneeling, bending, reaching, close/far vision, color/depth perception, handling/grasping/fingering objects, hearing sounds/communication, speaking clearly, and driving. Incumbent performs inspections in extreme or hot temperatures, in wet/icy surroundings, working near fumes and chemicals, and in confined areas. Incumbent maintains considerable contact with the public and may be exposed to violent/irate individuals while closing down public health hazards. Incumbent is regularly exposed to normal health hazards associated with public health inspections for which universal health precautions must be followed to ensure safety of self and others.

Incumbent regularly works extended/weekends/evening hours, and occasionally responds to emergencies from off-duty status. Incumbent occasionally travels out of town for conferences, but not overnight.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Environmental Health Specialist for the Morgan 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 and requirements as outlined?

Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name