

Cerro Gordo County Department of Public Health
Environmental Health Service Section
22 N. Georgia Avenue, Suite 300
Mason City, Iowa 50401
(641) 421-9300

Position Description: Environmental Health Specialist I
Reports To: Environmental Health & Preparedness Manager
FLSA Status: Non-Exempt, Full Time
Expected Work Week: Monday – Friday, 8:00 a.m. to 4:30 p.m.
Wage: \$21.63/hr., DOQ
Prepared By: Jodi Willemsen
Prepare Date: January, 2016
Approved By: Brian Hanft, Director of Public Health
Approved Date: May 2017
Reviewed Date: June 2017, Oct 2018, June 2019

Definition:

The Environmental Health Specialist I is responsible for environmental health inspections, investigations, and testing to prevent or eliminate environmental health hazards.

Duties to Include:

Regulation of retail food operations, inspection of public pools and spas, evaluation of property for the installation of on-site septic systems, the design and inspection for residential on-site wastewater treatment systems, the siting of well locations, testing of homes for the presence of lead paint, nuisance and/or complaint investigations, and other duties as required and assigned by the Manager.

Responsibilities:

1. Conducts inspections and audits of assigned facilities/sites for compliance with applicable health codes.
Core Competency: Analytical/assessment skills, communication skills, cultural competency skills, community dimensions of practice skills, public health sciences skills, leadership and systems thinking skills
 - Conducts inspections at facilities to determine compliance with state/local codes and regulations in accordance with established procedures.
 - Perform follow-up inspections as required to monitor correction of non-compliance deficiencies in accordance with established procedures.
 - Inform and educate facility officials of inspection results and any corrective measures needed for achieving compliance in a timely manner.
 - Collect samples in accordance with established environmental health procedures.
 - Perform investigations into possible causes of illnesses based on accepted public health procedures and complete reports in a timely manner.
 - Provide full and complete documentation of all inspection and investigation activities.
 - Calibrate equipment as necessary.
 - Notifies supervisor immediately when imminent health hazards are found.

2. Initiates, negotiates and implements enforcement and other actions as appropriate.
Core Competency: Analytical/assessment skills, communication skills, cultural competency skills, community dimensions of practice skills, public health sciences skills, leadership and systems thinking skills
 - Gathers evidence and initiates appropriate enforcement action to bring a noncompliant facility/property into compliance in an expeditious manner.
 - Participates in negotiations with the regulated community to resolve noncompliance issues as required.
 - Monitors the progress of compliance schedules, maintains accurate status records and initiates enforcement action as the situation warrants.

- Provides factual testimony in formal legal proceedings or provide case support to the legal community as required.
3. Maintains knowledge of current policies, laws, trends and developments in the field and applies pertinent new knowledge to performance of other responsibilities.
Core Competency: *Analytical/assessment skills, communication skills, community dimensions of practice skills, public health sciences skills, leadership and systems thinking skills*
- Participates in agency and state meetings, trainings or conferences to maintain knowledge of environmental health programs.
 - Reads, interprets, communicates and applies information disseminated from policy directives.
 - Reads professional literature as appropriate to maintain current knowledge of environmental health issues.
 - Participates in professional development training to stay current with technologies and environmental health laws and regulations.
4. Reviews and or prepares applications, permits and technical reports.
Core Competency: *Analytical/assessment skills, communication skills, community dimensions of practice skills, public health sciences skills, leadership and systems thinking skills.*
- Review, analyze, and interpret various plans and reports as required.
 - Reviews permit applications and issues permits in accordance with established procedures.
 - Review site plans to ensure compliance with environmental health laws, rules and regulations.
 - Submit all required state of Iowa forms and reports.
5. Provides general public health technical assistance and regulatory interpretation of environmental health codes/laws.
Core Competency: *Analytical/assessment skills, communication skills, cultural competency skills, community dimensions of practice skills, public health sciences skills, financial planning and management skills, leadership and systems thinking skills.*
- Provides limited training to less experienced associates in inspections and regulatory responsibilities as required.
 - Provides ongoing consultation to the public, regulated community and enforcement personnel regarding the intent of environmental health codes.
 - Assists in the administration and coordination of certification programs as required.
6. Assists with environmental health emergencies and episodes and/or conducts safety evaluations.
Core Competency: *Analytical/assessment skills, communication skills, cultural competency skills, community dimensions of practice skills, public health sciences skills, leadership and systems thinking skills*
- Responds to environmental health emergencies and conducts safety evaluations according to established guidelines.
 - Maintains and performs timely updates to emergency response plans.
 - Utilizes assessment tools to determine potential risks and make protective action recommendations.
 - Reports and documents immediately any exposures to hazardous and unsafe conditions.
7. Sustains an effective knowledge of the department's public health preparedness and response plan.
Core Competency: *Analytical/assessment skills, Policy development/program planning skills, communication skills, community dimensions of practice skills, public health sciences skills, leadership and systems thinking skills*
- Sustain an effective knowledge base of the current health department preparedness and response plan.
 - Sustain an effective knowledge base of current local county emergency management, hospital and all other county-wide participating response partners' preparedness plans.
 - Acquire a comprehensible understanding of Chain-of-Command, Incident Command System and National Incident Management System intents.
 - Participate in exercise simulations to test the department's public health preparedness and response plan and develop an after action report.

8. Performs administrative duties to include data management, general correspondence and equipment maintenance.

Core Competency: Analytical/assessment skills, communication skills, cultural competency skills, community dimensions of practice skills, public health sciences skills,

- Completes required forms and reports according to protocols and standards.
- Enter required reports, inspections and activities in required/designated databases.
- Manages equipment and supply inventories to conduct monitoring and inspections.
- Perform proper, professional and truthful finance collection from fees and fines.
- Prepares and issues compliance letters and other general correspondence as required.

Education and Experience Required:

- A Bachelor's degree from an accredited college or university. Prefer one (1) year of increasingly responsible experience in environmental health, public health, or closely related field.

Public Health Preparedness:

- Knowledge of public health preparedness issues. Knowledge of Incident Command System and National Incident Management System. Ability to achieve departmentally funded National Incident Command System competency training compliancy.

Training/Continuing Education Requirements:

- As approved by the Service Manager, must attend 32 contact hours annually of county funded continuing education from any State of Iowa or environmental health related association. Position will be upgraded to an EHS II if REHS certification is obtained and salary shall be adjusted accordingly.

Licensure Requirements:

- Ability to successfully complete the Inspector Training program for food safety from the Iowa Department of Inspections and Appeals.
- Successful completion of the Certified Pool Operator program.
- Iowa Pesticide Applicators licensure.
- Ability to obtain a valid Iowa Class C Drivers License.

Optional Licensure Incentives:

- Certified Food Safety Professional (CFSP) through the National Environmental Health Association: For successfully passing this examination, salary will be increased by \$500.
- Registered Environmental Health Specialist/Registered Sanitarian (REHS/RS) through the National Environmental Health Association: For successfully passing this examination, salary will be increased by \$2,000 if CEHT has not been achieved OR \$1,500 if CEHT has been achieved. Shall be promoted to EHS II as part of the credential.

***Certifications/Registrations must be maintained in order for salary increases to be upheld.

Physical Requirements:

- This position requires the employee to constantly stand, walk, use hands to finger, handle or feel, stoop, kneel, crouch, or crawl, and to talk or hear. Position may exert up to 10 pounds of force occasionally (up to 1/3 of the time) and/or exert a negligible amount of force frequently (from 1/3 to 2/3 of the time) to lift, carry, push, pull or otherwise move objects, including the human body. Position involves sitting most of the time, but may involve walking or standing for brief periods of time. Frequently will reach with hands or arms. Employee will occasionally be required to carry or lift up to 50 pounds and will frequently carry or lift up to 35 pounds. Employee will occasionally sit, climb, balance, taste, or smell. The individual will be required to have corrected 20/40 vision, close vision, distance vision, color vision, peripheral vision, depth vision, and ability to adjust focus.

Special Requirements:

- Achieve National Incident Command System competency training in accordance with the Department's training plan. Work hours may be required outside of those listed above due to disaster response.
- Ability to obtain a valid Iowa Class C Drivers License.
- Ability to obtain automobile insurance if personal vehicle is ever used for county business for which mileage reimbursement would be received. To be reimbursed for mileage, must provide proof of auto insurance in the amounts of 100/300/100.
- Dependable personal automobile.

Environmental Adaptability:

- The job will create occasional environmental exposure to wet or humid conditions (non-weather), work in high, precarious places, extreme cold or heat (non-weather), possibility of explosions, and vibration. There will be frequent environmental exposure due to work near moving mechanical parts, fumes or airborne particles, outdoor weather conditions, steady and impulse noises or 85 decibels and greater, communicable disease and human waste. Constant environmental potential exposure to toxic or caustic chemicals and risk of electrical shock. In addition, should a public health disaster arise, possible risks may also include exposure to biological agents, toxic gases, chemicals, radiological agents, and explosions.

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Persons with disabilities: The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.