



Environmental Health & Preparedness Division
2570 4th St. SW, Suite 1
Mason City, IA 50401
(641) 421-9300

Position Description: Environmental Health Specialist I – NEHA-FDA Grant
Reports To: Environmental Health & Preparedness Manager
FLSA Status: Non-Exempt
Expected Work Week: Monday – Friday, 8:00 a.m. to 4:30 p.m.
Wage Range: \$21.00 - \$23.00 per hour DOQ
Prepared By: Jodi Willemsen, Environmental Health & Preparedness Manager
Prepare Date: March 2022
Approved By: Kara Vogelson, Public Health Director
Approved Date: March 2022
Reviewed Date: June 2022

Definition:

The Environmental Health Specialist I -NEHA-FDA Grant is responsible for ensuring Cerro Gordo County’s food program is achieving and maintaining all nine Voluntary National Retail Food Regulatory Program Standards. This position will also include the regulation of retail food operations (food inspections), environmental health inspections, investigations, testing to prevent or eliminate environmental health hazards, and other duties as assigned. This position is funded through the NEHA-FDA Retail Flexible Funding Model Grant Program as a three (3) year cooperative agreement.

Duties to Include:

Under the general supervision of the Environmental Health & Preparedness Manager the Environmental Health Specialist I performs the following essential functions within the framework of CG Public Health’s provision of core functions and essential services.

Responsibilities:

1. Lead the department’s initiative of conformance with the NEHA-FDA Retail Flexible Funding Model Grant Program:
 - Conduct side-by-side comparison of statutes, regulations, rules & requirements between county requirements and the current edition of the FDA Food Code.
 - Conduct a risk factor study on the occurrence of foodborne illness, develop measurements to assess trends in the occurrence of foodborne illness risk factors and update intervention strategies.
 - Ensure the department maintains a training record in compliance with Food Code and Retail Food Standards.
 - Assess and update the following as needed:

- i. Department's food inspection program is based on HACCP priorities.
 - ii. Department's quality of assurance program to identify quality or consistency problems among food inspection staff.
 - iii. Department's foodborne illness & response plans and procedures.
 - iv. Department's compliance and enforcement procedures.
 - Coordinate in Food Safety Task Force meetings.
 - Develop material to be included in newsletters and other outreach.
 - Ensure the department has an appropriate level of staffing to inspection ratios, inspection supplies & equipment and written procedures for the use of equipment at food inspections.
 - Complete grant reports to include annual progress reports and final project report.
2. Conduct food inspections at facilities within Cerro Gordo County.
- Inspect food products to ensure they are free from contaminants.
 - Ensure proper labeling on consumables that are sold to the public.
 - Observe the process of handling, preparing, and storing food to make sure it is safe and within legal codes. Initiate enforcement as the situation warrants.
 - Inspect equipment and environments for possible contaminants or health hazards.
 - Identify unsafe practices and educate food handlers on current health and legal concerns.
 - Record and report findings and document the proposed course of corrective action if needed.
 - Perform follow-up inspections as required to monitor corrective action implementation.
 - Manage equipment by calibrating when necessary and maintain supply inventory to conduct food inspections.
 - Perform proper, professional and truthful finance collection from fees and fines.
 - Provide factual testimony in formal legal proceedings or provide case support to the legal community as required.
 - Review, analyze & interpret food facility construction plans to ensure compliance with food code rules & regulations.
 - Review and issue food licenses and permits.
3. Provides public health technical assistance and regulatory interpretation of environmental health codes/laws.
- 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.
4. Perform other environmental health duties as assigned.
- Nuisance code enforcement.
 - Animal bite investigation & code enforcement.
 - Private well water testing.
 - Radon testing.

5. Sustain an effective knowledge of the department's public health preparedness and response plan.
 - Review appropriate plans & train for emergency response roles(s).
 - In times of response, fully participate in all assigned roles to respond to health emergencies.
 - Assist with reporting and documenting emergency response activities.
 - Assist in the public health call center as needed during emergency situations.
 - Assist with review and timely updates to the All-Hazards Emergency Response Plan.
 - Participates in emergency preparedness trainings and exercises.

Education and Experience:

- 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 core competencies are the central knowledge, skills, and attitudes necessary for the public health workforce to practice effectively and achieve the core functions of public health. *Core Competencies required for this position: Analytical/assessment skills, policy development/program planning skills, communication skills, cultural competency skills, community dimensions of practice skills, public health sciences, leadership and systems thinking skills, financial planning, and management skills.*

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 compliance.

Training/Continuing Education Requirements:

- National Incident Management System (NIMS) Training: IS-100; IS-200; IS-700
- Training and continuing education are highly valued and supported at the CG Public Health. This position will have a minimum of 32 continuing education credits per year from any State of Iowa or environmental health-related association to stay current with technologies and environmental health laws and regulations.

Licensure Requirements:

- Ability to successfully complete the Inspector Training program for food safety from the Iowa Department of Inspections and Appeals.
- Ability to obtain a valid Iowa Class C Driver's License

Optional Licensure Incentives:

- Any approved licensure or certification listed per CG Public Health Employee Handbook.

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. The job will involve frequent activities that include walking, sitting, and standing. 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 20/20 vision and color vision. The individual will be required to have hearing ability not to exceed hearing loss greater than 50 decibels at any frequency.

Special Requirements:

- Valid Iowa driver's license if driving on county business.
- Dependable personal automobile
- 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.
- 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 maintain correct ergonomic posture and hand positions and utilize exercises to alleviate possible carpal tunnel syndrome.

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.

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.