



DARKE COUNTY GENERAL HEALTH DISTRICT

300 Garst Avenue, Greenville, Ohio 45331

Phone: 937-548-4196; Fax: 937-548-9654

www.darkecountyhealth.org

An Equal Opportunity Employer

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POSITION DESCRIPTION

Class Title:	Intern: Septic Field Monitor	Employee Name:	
Dept./Div.:	Environmental Health	Position Title:	Intern: Septic Field Monitor
Reports To:	Environmental Director	Civil Service Status:	Classified
Pay:	Hourly	FLSA Status:	Nonexempt
Hours:	40/week (schedule varies)	Employment Status:	Temporary

QUALIFICATIONS: An example of acceptable qualifications:

Must be a college student (sophomore, junior, or senior) studying Environmental Health or related science (Biology, Chemistry, etc.); and a record of average performance evaluations and the ability to independently perform Environmental Health duties; or any equivalent combination of education, training and/or experience.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license and maintain a driving record that meets the insurability requirements of the District's insurance provider, and have proof of insurance on personal vehicle.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Standard office equipment (e.g., computer, telephone, copier, fax machine, etc.); motor vehicle operation; inspection and testing equipment (e.g., transit/laser level, GPS, etc.); thermometers.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee may be exposed to, must negotiate, use, or work in the vicinity of: materials containing asbestos or other hazardous materials (e.g., mold); hot, cold, humid, or windy weather conditions; extreme non-weather related heat or cold; radiant energy; upset or emotionally distraught individuals; may be exposed to potentially dangerous/fatal infectious diseases; open flames, boiling liquid, hot grease, and other commercial kitchen hazards; knives and other sharp kitchen instruments; hazardous driving conditions (e.g., snow, sleet, ice, etc.); bleach, disinfectants, and other industrial cleaning solutions; chlorine and other pool maintenance chemicals; raw sewage, human waste, insects, and other unsanitary materials; trenches, ditches, and other excavations; ladders, stairs, or scaffolds; environmental conditions which may result in injury from fumes, odors, tobacco smoke, dusts, mists, gases, and/or poorly ventilated work areas; crowds; potentially vicious and rabid animals and their bodily fluids; frequently lifts objects 25 pounds or less; frequently carries objects 25 pounds or less; occasionally lifts/ pushes objects 50 pounds or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

In cases of emergency, unpredictable client situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than DOL strength ratings recommend.



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JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 80% (1) Inventory and monitor home sewage treatment systems and water systems located within Darke County. Educate homeowners on their septic systems and proper septic system maintenance. Also, may be required to occasionally assist in routine and complex inspections, testing, sampling, and vector control duties in the following Environmental Health Programs: Food Service and Retail Food Operations, Vending, Schools, Camps, Public Swimming Pools and Spas, Private Water Systems, Sewage Treatment Systems, Land Sludge Application, Rabies Control, investigates food-borne or other illnesses, public health nuisances, and safety hazards; conducts inspections of housing, water hauling vehicles, tattooing and body piercing, and smoke-free workplace complaints; collects water samples; performs routine tests according to established agency policy and procedures.
- 15% (2) Completes independently written inspection reports and investigation summaries in all of the Environmental Health Programs; completes routine reports, itineraries, mileage logs, time records, etc. thoroughly, accurately, and timely.
- 5% (3) Engages in a variety of training activities to develop knowledge and skills to perform public health enforcement activities and to conduct thorough inspections and complete concise reports on inspections; attends formal environmental health training courses conducted by local, state, federal, and university agencies; attends agency, public, and professional environmental health meetings; participates in formal self-study environmental health programs; Provides education and consultation to community groups and the public in Environmental Health code requirements, operational processes, and best practices.

OTHER DUTIES AND RESPONSIBILITIES:

- (4) Participates in Health Department disaster preparedness activities; may be required to report for work outside normal working hours during an emergency.
- (5) May be required to work evenings/ weekends as assigned. This may include, but is not limited to activities such as: temporary food inspections, smoking complaints, investigations, festivals, public meetings and special events.



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(6) Projects a positive and professional image to clients and the public.

(7) Follows all Darke County Combined Health District safety policies and procedures; maintains confidentiality requirements in accordance with personnel policy; maintains all required licenses and/or certificates.

(8) Performs other duties as assigned or required by the Director of Environmental Health or Health Commissioner.

(9) Attends staff meetings and participates in department development.

(10) Demonstrates regular and predictable attendance.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: inspection techniques; code enforcement procedures; *safety practices and procedures; *agency goals and objectives; *agency policies and procedures; government structure and process; environmental health; office practices and procedures; English grammar and spelling; public relations; workplace safety; sanitary practices; case management; biology; chemistry; microbiology..

Skill in: use of modern office equipment and software; use or operation of environmental health testing equipment.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; understand, interpret, and apply laws, rules, or regulations to specific situations; exercise independent judgment and discretion; read, copy, and record figures accurately; calculate fractions, decimals, and percentages; copy records precisely without error; complete routine forms; prepare accurate documentation; prepare routine correspondence; write instructions and specifications; use proper research methods to gather data; communicate effectively; train or instruct others; understand technical manuals and/or verbal instructions; gather, collate, and classify information; understand a variety of written and/or verbal communications; maintain records according to established procedures; develop and maintain effective working relationships; cooperate with co-workers on group projects; answer routine telephone inquiries; handle sensitive inquiries from and contacts with officials and general public.

POSITIONS DIRECTLY SUPERVISED: None



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T.L. Holman, DVM, RS, Health Commissioner

(Date)

(Signature of Employee)

(Date)

Effective Date: 8/19/2016