



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 AVAILABLE

Class Title: Environmental Health Specialist-In-Training	Posting Date: March 17, 2021
Dept./Div.: Environmental Health	Reports To: Environmental Director
Civil Service Status: Classified	FLSA Status: Nonexempt
Pay: Hourly	Employment Status: Full-time
Hours: 40/week	Starting Salary: \$18.00 per hour

QUALIFICATIONS: An example of acceptable qualifications:

Bachelor's degree in environmental health or related science (biology, chemistry, etc.) and eligible for Ohio Environmental Health Specialist-In-Training registration.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess and maintain a valid Certificate of Registration as Environmental Health Specialist-In-Training issued by the Ohio Board of Sanitarian Registration in accordance with Chapter 4736 of the Ohio Revised code; must possess a valid Ohio driver's license, 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 pushes objects 50 pounds or less; occasionally pulls 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:

- Under supervision of Registered Environmental Health Specialist, performs routine inspections, testing, sampling, and vector control duties in Environmental Health Programs which may include: Food Service and Retail Food Operations, Schools, Camps, Public Swimming Pools and Spas, Sewage Treatment Systems, Land Sludge Application, Rabies Control; investigates food-borne or other illnesses and public health nuisances; 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.
- Completes and submits for review 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.
- 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/or professional environmental health meetings; participates in formal self-study environmental health programs; may assist in training other Environmental Health Specialist-In-Training or field workers.

OTHER DUTIES AND RESPONSIBILITIES:

- Participates in Health Department disaster preparedness activities; may be required to report for work outside normal working hours during an emergency. May be asked to participate in Epidemiology training.
- 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.
- Projects a positive and professional image to clients and the public.



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- 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/
- Performs other duties as assigned or required by the Director of Environmental Health or Health Commissioner.
- Attends staff meetings and participates in department development.
- Demonstrates regular and predictable attendance.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: *inspection techniques; *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; records management; 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; motor vehicle operation.

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; 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; 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.