

**Keokuk County Public Health
Environmental Health Program
Job Description
September 24, 2008**

Environmental Health Specialist/Sanitarian

Definition and Duties:

The Environmental Health Specialist is responsible for planning and implementation of a program to promote environmental health in Keokuk County. Under general supervision, the Environmental Health Specialist provides environmental health education and consultation, performs fieldwork, enforces environmental health regulations, and collects environmental samples.

Specific Duties: (to be performed satisfactorily with or without reasonable accommodation) the following duties are normal for this position. These are not to be construed as all inclusive. Other duties may be required and assigned.

- Assists the public in accessing environmental health services: accepts and processes applications for relevant permits including but not limited to wells, water and septic systems; collaborates with other offices, contractors, and individuals regarding the final disposition of applications of county environmental health rules and/ or ordinances.
- Conducts environmental investigations by visiting site and performing inspections to determine compliance with applicable rules, standards, and regulations; reviews plans and specifications; makes recommendations for appropriate system and/or corrective action. (Septic site, well construction, rehab, and closures)
- Documents all environmental health activities in a timely manner. Maintains an organized system of records, permits, and other documents (computer and hard copy).
- Collects samples of water, wastes, and other materials for laboratory testing and analysis.
- Reviews various reports and permit applications submitted to insure compliance with applicable rules and regulations. Conducts septic inspection prior to site closure to determine compliance with regulations and approves/disapproves permit.
- Responds to citizen inquiries about local activities and issues. Investigates and takes proper steps to intervene in nuisance complaint situations.
- Assesses and diagnoses environmental health problems and hazards. Collaborates with IDPH and DNR state and regional staff to assure proper testing and follow-up of specific concerns outside the scope of county services including but not limited to radon testing, lead testing hazardous waste,

chemical/toxic exposures, mold, food safety and inspections, pool inspections, tanning parlor inspections, tattoo parlor inspections, building safety inspections.

- Prepares verbal and written reports for the Administrator, Board of Health, Board of Supervisors, County Attorney, and the general public. Participates at Board of Health Meetings as requested.
- Assists in the development and implementation of Board of Health rules and regulations, policy and procedures.
- Responds to emergency situations to protect public health and the environment.
- Represents Keokuk County and participates in training/ education opportunities and work-related meetings to enhance knowledge of environmental health concerns and Emergency Preparedness.
- Provides technical assistance and/or consultation regarding specific environmental concerns to the Board of Health, public officials, and the public to facilitate understanding and compliance with appropriate regulations.
- Makes informal presentations to individuals, groups, and the public on a variety of environmental topics in order to relay current information on programs available.
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.
- Attends work regularly at the designated place and time.
- Completes paperwork in a timely manner.

Knowledge of :

- State and local environmental laws, rules, and regulations and their application to environmental programs
- Principles, practices, and techniques of natural and physical sciences as related to environmental protection and resource management.
- Technical terminology, and current principles and techniques of environmental control
- Use of geographical information systems to organize, display, and evaluate information
- Purposes of investigation and analysis and the procedures used in sampling and related data collection
- Basic techniques involved with environmental control and the application of those techniques to specific environmental problems

Ability to:

- Represent Keokuk County and perform duties in a polite, courteous, reasonable, tactful, responsible and trustworthy manner.
- Display initiative and work independently or with minimal supervision to establish work priorities, and effectively utilize available resources and comply

with state/federal requirements. Demonstrates responsible behavior and attention to detail.

- Apply knowledge of scientific principles to specific environmental problems
- Perform data entry, analysis and generate computer reports
- Perform mathematical and statistical computations
- Keep accurate and timely records
- Read, comprehend, and analyze laws, rules, reports, and related technical and administrative data and assist in the development of Keokuk County Board of Health Policies
- Establish and maintain effective working relationships with public officials, coworkers, and the general public
- Use a computer for the purposes of data entry, spreadsheets and word processing
- Organize and maintain a filing system
- Operate common office equipment such as calculators, computers, fax machines, photocopiers, and multi-line telephones
- Handle moderate levels of stress, meet deadlines and solve problems appropriate to the position
- Organize and prioritize multiple responsibilities
- Organize and present ideas clearly and concisely both orally and in written form
- Follow oral and written instructions
- Have clarity of speech and hearing which permits effective communication
- Have sufficient vision which permits light to moderate production and review of a wide variety of materials in both electronic and hard copy forms, and complete field inspections
- Have manual dexterity to make handwritten notations and which permits moderate use of a keyboard
- Have sufficient personal mobility to complete work at various facilities/work sites
- Withstand environmental and seasonal conditions such as dirt and dust, extreme temperatures, noise and vibration, fumes, odors, wetness, and humidity while in the field
- Lift and or move up to 25 pounds
- Work a flexible schedule.

Special Requirements: Valid Drivers License and Vehicle Insurance.

Minimum Education, Training, and Experience(desirable):

— Graduation from an accredited four year college or university with major course work in the natural or physical sciences;

or

Substitution of technical environmental health or sanitation training (ie area college, special course, Public Health Service, military) for the required education on a year-

for year-basis (One year training equals 30 semester or equivalent hours of course work.);

or

Substitution of technical environmental health or sanitation experience (ie: inspection) on a year-for year basis for the required education.

On the Job Training will include:

- Job shadow with experienced sanitarian (local or in neighboring county)
- Introduction/orientation by IDPH and DNR
- NIMS Training
- Basic Epidemiology
- Attendance at Regional Environmental Health Meetings

Additional job requirements will be determined by the Keokuk County Board of Health with the following considerations:

1. **Initially the position is flexible averaging up to 20 hours per week.**
2. **Consideration of increased hours depending on implementation of Time of Transfer legislation being implemented July 1, 2009**
3. **Grants to Counties Billing is to be done by PH Admin Staff**