

Preble County General Health District

An Equal Opportunity Employer

POSITION DESCRIPTION

Office/Agency: Health Department **Class Title:** Registered Environmental Health Specialist (REHS) / REHS-IT
Pay Grade:

Dept./Div.: Environmental Health **Employment Status:** Part Time / Full Time
Pay: REHS-SIT - \$18/hour, REHS I - \$21/hour, REHS II - \$23/hour **Hours:** 20-40/week

QUALIFICATIONS: An example of acceptable qualifications:

Bachelor's degree in Environmental Health or related science (Biology, Chemistry, etc.); and obtained Registered Environmental Health Specialist – Environmental Health Specialist- In Training status and become a Registered Environmental Health Specialist in Ohio within three (3) years; 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.

PREFERRED QUALIFICATIONS:

Two (2) years experience as a Public Health Registered Environmental Health Specialist – In Training or Public Health Registered Environmental Health Specialist I/II or Graduate degree in Environmental Health, Public Health or related field.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a Certificate of Registered Environmental Health Specialist issued by the Ohio Board of Registered Environmental Health Specialist Registration in accordance with Chapter 4736 of the Ohio Revised code; must possess a valid Ohio driver's license and maintain a driving record that meets the insurability requirements of the District's insurance provider.

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; 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, and other unsanitary materials; trenches, ditches, and other excavations; ladders, stairs, or scaffolds; environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; crowds; potentially vicious and rabid animals; frequently lifts/carries objects 25 pounds or less; occasionally pushes/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.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

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

- 80% (1) Performs routine and complex inspections, testing, sampling, and vector control duties in the following Environmental Health Programs: Food service and food retail operations, mobile food operations, public swimming pools and spas, school buildings, institutions, vending, and micro markets. Other duties include: investigating foodborne or other illnesses, conduct complaint inspection for program operations.
- 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) Projects a positive and professional image to clients and the public.
- (6) Follows all Preble County Combined Health District safety policies and procedures; maintains confidentiality requirements in accordance with personnel policy; maintains all required licenses and/or certificates.
- (7) Performs other duties as assigned or required by the EH Program Coordinator or Director of Environmental Health, attends staff meetings, and participates in department development.
- (8) 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; 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; 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.

POSITIONS DIRECTLY SUPERVISED: None

Preble County provides affordable and competitive healthcare benefits to employees, including:

Vacation; sick leave; paid holidays; and membership with Ohio Public Employees Retirement Systems (OPERS).

How to apply:

Complete the application found on our website: <https://www.preblecountyhealth.org/employment>

Fax, email, or deliver the completed application and resume to the Director of Environmental Health at:

Preble County General Health District
615 Hillcrest Drive
Eaton, OH 45320
Fax: (937) 456-6382
emily@preblecountyhealth.org

Closing Date to Apply: Until position is filled.

Scott Wilford, MPH, REHS Health Commissioner

(Date)

(Signature of Employee)

(Date)