

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, and sampling, in Private Water Systems, including septic and wells. Inspections in other Environmental Health programs may include food service, food retail, and mobile food operations, public swimming pools and spas, school buildings, institutions, vending and micro markets, campgrounds, tattoo, and beaches. 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/schedule, 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)