



Environmental Health Specialist

Report to: Director of Environmental Health

FLSA Status: Non-Exempt Learned Professional

Salary Grade: 18 DOE

Supervises: None

Job Summary:

Under direction, performs work in environmental health department areas to protect the community by building awareness and eliminating environmental hazards, including the proper implementation, and monitoring of environmental programs through standardized enforcement of rules, and professional consultation, throughout the service area assigned.

Essential Duties and Responsibilities:

To perform this job successfully, an individual must be able to perform each essential responsibility satisfactorily. These requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required.

1. Educates the regulated public and enforces health and safety regulations concerning aquatic facilities, body art facilities, on-site sewage treatment systems, food service, and tanning facilities.
2. Provide education and consultation as needed on the programs listed above as well as: air quality, emergency preparedness, institutions, municipal facilities, nuisances, water quality, and waste management.
3. Collaborate with partners to interpret and promote environmental health programs.
4. Collaborates with other health personnel in environmental and epidemiological investigations.
5. Familiarize and follow Central Valley Health District policies and rules.
6. Attend weekly staff meetings if on duty. If not on duty read minutes from meeting.
7. Attends in-services, trainings, meetings, and conferences that are required.
8. Pursue and participate in professional development as it applies to the position and budget allows.
9. Participate in agency and community emergency response training and drills.
10. Prepares written reports of activities of environmental health and submits them to the Director of Environmental Health at regular intervals.
11. Deliver targeted, culturally appropriate information to individuals and groups in the community.
12. Use quality improvement (QI) and performance management (PM) processes and/or techniques to improve the effectiveness of public health programs.
13. Respect and observe confidentially regarding clients consistent with professional ethics, HIPAA guidelines, and State and Federal laws.
14. Respond to public health emergencies as directed by the Executive Director
15. Respond to a wide variety of situations which could entail numerous job tasks not specifically assigned.

This position may be subject to 24/7 on-call in the event of an emergency, irregular working hours, work at locations other than the official station, and may include duties other than those specified in the employee's official position description. Essential and marginal functions may require maintaining physical condition necessary for standing or sitting for extended periods of time and operating a motor vehicle.

Job Requirements:

Education, Licensure, Certifications, Experience

- Minimum of bachelor's degree from an accredited environmental health curriculum or a baccalaureate degree in the physical, chemical, or biological sciences, including at least 30 semester or 45 quarter credits in a physical, chemical, or biological science or a degree beyond baccalaureate in environmental health or in a physical,

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chemical, or biological science required. Preference may be given to an applicant with experience in environmental health.

- Must possess a current valid driver’s license. Travel throughout southeast central North Dakota is required. Occasional overnight travel may be required.
- Ability to take after-hours on-call, work longer shifts, nights, weekends to meet the operational needs as determined.
- Shall have current or upon employment shall obtain the following:
 - ND license as an environmental health practitioner or shall obtain license within 60 days of employment
 - Certification of basic cardio-pulmonary resuscitation (CPR)
 - National Incident Management System (NIMS)/Incident Command System (ICS) 100, 200, 700, and 800
 - Civil Rights Training
 - HIPAA Training

Knowledge and Skills:

- Thorough knowledge of local, state, and federal environmental health laws, rules, and regulations.
- Thorough knowledge of principles and practices of environmental health including environmental conditions affecting public health.
- Knowledge of the principles, methods, and techniques of code inspections.
- Skill in performing inspection procedures and testing techniques.
- Critical thinking skills sufficient to collect and analyze information, identify areas of focus, and make decisions based on evidence gathered.
- Ability to exercise extensive independent judgment to make responsible environmental health decisions.
- Interpersonal skills to establish and maintain effective working relationships.
- Verbal and written communication skills to read manuals, rules, instructions, write reports, and to inform Director and/or the public of pertinent findings and participate in legal proceedings, if needed.
- Organization skills and can prioritize, multi-task, balance multiple projects, and complete objectives.
- Ability to work independently and be a team player.
- Basic computer knowledge and skills including, but not limited to, Microsoft office, Environmental Health Department record keeping systems internet, and email.
- Ability to navigate on uneven terrain, slippery flooring, stairs, and around equipment, and in dimly lit tight spaces.

Work Environment:

General office setting includes the department facilities, licensed and unlicensed facilities, private residences, worksites, abandoned property, community sites, etc. This position may require working longer days occasionally in order to accommodate long-distance travel and the facilities schedules.

While performing the duties of this job, the employee is subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, chemicals, and animals. In all settings, employees may need to relate to members of the public who exhibit challenging, atypical, or hostile behaviors and/or communication.

Employee Signature
(04/2024)

Date

Supervisor Signature

Date