

STATE OF NORTH CAROLINA
OFFICE OF STATE PERSONNEL
POSITION DESCRIPTION FORM (PD-102R)

APPROVED CLASSIFICATION:

EFFECTIVE DATE:

ANALYST:

(This Space for Personnel Department Use Only)

1. Present Classification Title of Position: Environmental Health Program Specialist	7 Present 15 Digit Position Number:	Proposed 15 Digit Position Number:
2. Usual Working Title of Position: Environmental Health Specialist I	8. Department, University, Commission, or Agency Madison County Health Department	
3. Requested Classification of Position:	A. Institution & Division: Madison County Health Department	
4. Name of Immediate Supervisor:	10. Section and Unit: Environmental Health	
5. Supervisor's Position, Title & Position Number: Environmental Health Supervisor	11. Street Address, City and County: 493 Medical Park Drive Marshall Madison	
6. Name of Employee:	12. Location of Workplace, Building and Room Number: Marshall NC Lower Building	

I. A. Primary Purpose of Organizational Unit:

To protect the health of Madison County residents through environmental health education and public health surveillance as where the enforcement of environmental health rules, regulations and North Carolina Statues.

B. Primary Purpose of Position:

The primary purpose of this position is to serve as the first point of contact for any client's need for information concerning Environmental Health.

C. Work Schedule

This position is a part-time postion and is non-exempt. There may be variances from this schedule in certain situations. No overtime will be worked without approval of the immediate supervisor or Health Director.

D. Change in Responsibilities or Organizational Relationship:

II. A. DESCRIPTION OF RESPONSIBILITIES AND DUTIES: Method Used:

This is an advanced professional environmental health position that works to promote the public's health through education surveillance, consultation, inspections, and enforcement of local, state and federal environmental health laws and regulations. This position functions in an advanced specialist role and spend the majority of time coordinating on-site waste water treatment systems. Consultation is provided to other health department staff, local officials, contractors and developers on complex waste water treatment systems that may arise. The employee will analyze complex situations, problems and issues in order to develop and recommend alternate courses of action.

On-Site Wastewater Treatment

- Arrange appointments with owners/developers/contractors/agents to evaluate lots for ground absorptions sewage disposal systems.
- Evaluate on site lots/property for soil characteristics, topography, soil depth, drainage and available space as per local and state guidelines.
- Design a waste water treatment system utilizing knowledge of local, state and federal rules and regulations.
- Maintain extensive knowledge base of available treatment options and current alternative system options for complex situations.
- Work closely with treatment system installation to assure proper placement of on-site system.
- Assist in the training of other environmental health specialists regarding the on-site waste water program.
- Issue or deny Improvement permit/Construction Authorization based on conditions observed and compliance with rules and regulations.
- Inspect completed installation prior to back-filing. If the system is in compliance with rules and regulations and all conditions are met on the Construction Authorization, issue a Certificate of Completion.

Private Well Inspection

- Arrange appointments with owners/contractors/agents to evaluate lots for well placement.
- Review and approve plans for well construction.
- Issue or deny Well Construction Authorization.
- Inspect well grouting and well head at installation. If the system is in compliance with state rules and regulations and all conditions described on the Construction Authorization, issue a Certificate of Completion.
- Assist in training of other environmental health specialist regarding the private well program.
- Provide consultation as needed to well drillers, pump installers, and others involved in placement and construction of well.
- Provide education to well owners in methods to protect and maintain a safe drinking water supply

Other

- Participate in public health preparedness training and activities.
- Participate with other health department staff on environmental/epidemiological issues such as food-borne illness and disease, etc.
- Participate in required educational opportunities to maintain high level of knowledge and skills.

This is a general description of the duties of this position. Other duties may be assigned by the supervisor or health director.

II. B. OTHER POSITION CHARACTERISTICS:

1. Accuracy Required in Work:

A high degree of accuracy is necessary to avoid mistakes, which could have an adverse effect on the environmental health department's revenue and potentially negative affect for clients.

2. Consequence of Error:

Error could result in violation of the clients confidentiality, poor data and report management as well as failure to communicate with the clients.

3. Instructions Provided to Employee:

Each employee must:

- ✓ Be familiar with department policy and procedures;
- ✓ Be trained in OSHA regulations;
- ✓ Receives instruction in blood borne pathogens, CPR, ADE, First Aide, respiratory fit testing, annually.
- ✓ Complete ICS 100b, ICS 200b, NIMs 701A, 800B at employment and stay current on training and staff developments as required;
- ✓ Participate in preparedness exercises as needed;
- ✓ Attend trainings and meetings as required;
- ✓ Receive instruction on Unified Health Communication, which addresses Health Literacy, Cultural Competency, and limited English Proficiency.

4. Guides, Regulations, Policies and References Used by Employee:

The Administrative Assistant is guided by Environmental Health Administration Policies and Procedures, Local, state, and federal Laws related to environmental health programs and HIPPA rules.

5. Supervision Received by Employee:

Work requires more independent judgment in applying professional standards and guidelines. Employee's performance is reviewed annually and as needed. Direct supervision by Jamie List, EH Supervisor.

6. Variety and Purpose of Personal Contacts:

Personal contact may range from clients/consumers, homeowner, home builders, contractors, real estate agents, building inspection staff, health department co-workers, etc.

7. Physical Effort:

Limited demand for physical exertion. The ability to lift moderate amounts of weight could be necessary. Some lifting, stooping and driving are required.

8. Work Environment and Conditions:

The Health Department is a two story building with central heat and air. Offices and restrooms are easily accessible. There is a minimal amount of outdoor exposure. Travel during inclement weather would be at the employee's discretion.

9. Machines, Tools, Instruments, Equipment, and Materials Used:

Computer, Printer, Telephone, Copiers, scanners, fax machines

10. Visual Attention, Mental Concentration, and Manipulative Skills:

A high degree of visual and mental concentration is necessary. Manual dexterity is a necessary skill.

11. Safety for Others:

Must be cognizant at all times of clients and co-worker safety in the health department.

12. Dynamics of Work:

Employee must be energetic, self-motivated, competent, and possess good communication skills. An ability to cooperate with peers, supervisors, clients, and others as the need arises.

III. A. KNOWLEDGES, SKILLS, & ABILITIES:

- Considerable knowledge of environmental health laws, rules and procedures, as well as complete understanding of the concepts of public health law.
- Considerable knowledge of microbiology, biology, chemistry, soil science, epidemiology, entomology and basic engineering technology as applied to environmental health practices.
- Considerable knowledge of the protection of water supplies, food sanitation, food borne diseases, communicable diseases, vector control and institutional sanitation.
- Extensive knowledge of on-site waste water treatment systems.
- Ability to exercise sound judgment and deal tactfully with a wide range of public contacts while enforcing public health laws and regulations.
- Ability to develop and express ideas and opinions concisely and clearly in oral and written form.
- Ability to independently plan and schedule work activities and perform assignments.
- Ability to apply environmental health knowledge and techniques in the investigation of environmental health problems.
- Ability to work with others in solving the more complex environmental problems.

B. 1. Required Minimum Training:

Baccalaureate degree from an educational institution rated as acceptable by the Board of Registered Sanitarians with a minimum of 30 semester hours or equivalent in the physical and/or biological sciences..

2. Additional Training/Experience:

Two years of experience as the Environmental Health Specialist level in a health department

3. Equivalent Training and Experience:

IV. License or Certification Required by Statute or Regulation:

Registered as a Sanitarian by the North Carolina Board of Sanitarian Examiners

A valid North Carolina driver's license is required to carry out job-related essential functions.

V. Signatures indicate agreement with all information provided, including designation of essential functions.

Supervisor's Certification: I certify that (a) I am the immediate Supervisor of this position, that (b) I have provided a complete and accurate description of responsibilities and duties and (c) I have verified (and reconciled as needed) its accuracy and completeness with the employee.

Signature: _____ Title: _____ Date: _____

Employee's Certification: I certify that I have reviewed this position description, completed by the above named immediate supervisor, is complete and accurate.

Signature: _____ Title: _____ Date: _____

Section or Division Manager's Certification: I certify that this position description, completed by the above named immediate supervisor, is complete and accurate.

Signature: _____ Title: _____ Date: _____

Personnel Director's Certification: I certify that this is an authorized, official position description of the subject position.

Signature: _____ Title: _____ Date: _____