

| Environmental Health Specialist

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. Work Schedule

This position is full time and is non-exempt 7:30 AM to 4:00 PM. Occasionally assistance may be needed at activities that occur outside the usual work schedule.

II. A. Description of Responsibilities and Duties:

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, health director or deputy 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 affect on the environmental health department's revenue and potentially negative affect for clients.

2. Consequence of Error:

Errors are costly in lost time, physical harm, reimbursement for work performed and resulting legal liabilities.

- Grave consequences result if incorrect information or directions are given. Improper actions and decisions could result in the development of unhealthy environment conditions which could cause poisoning or the spread of communicable diseases. Decisions made during inspections could cause financial loss to businessmen through disruption of the operations.

3. Instructions Provided to Employee:

Each employee must:

- Be familiar with department policy and procedures;
- Be trained in OSHA regulations;
- 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. Complete written instructions are given via agency policies and procedure;
- In-service as well as continuing education opportunities are provided to keep knowledge and skills current;
- A thorough orientation is provided to new employees;
- The employee may attend continuing education programs as required and dependent on available funding;
- Staff participates in training programs for selected educational requirements.
- Receives instruction in blood borne pathogens, and Respiratory Fit Testing annually.

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

- Health Department policies and procedures;
- HIPAA Regulations;
- State Program Manuals and program protocols.
- OSHA regulations;
- Numerous on-line references are available to all Madison County Health Department staff;

- Work requires a basic level of professional judgment.

5. Supervision Received by Employee:

- Agency goals and client goals are understood.
- Annual performance evaluations are conducted per policy and work is also monitored on a regular basis. Internal record audits are done frequently.
- Employee performs work with considerable independence.
- Employee work requires applying professional standards and guidelines
- Reports to the environmental Health supervisor for supervision and consultation.
- Unusual situations are discussed with the supervisor.

6. Variety and Purpose of Personal Contacts:

- Work involves considerable contact with clients/consumers, home owners, home builders, contractors, real estate agents, building inspection staff, health department staff, etc.
- Employee must be able to collect and report basic data, and be aware of the uses and misuses of data.
- Employee is expected to participate in program or agency-wide planning and quality assurance activities. In this capacity, they will contribute observations or data related to community trends or practices, ideas for improved program performance, and will participate in record audits and other program review.
- Work processes are related and understood.
- This position involves nearly 100% personal contact with clients, staff, general public or other agencies.
- Public contact must be pleasant and helpful whether made by telephone or in person with scheduled or walk-in clients, including general questions asked by the citizens of Madison County.
- Interpersonal relations with clients and staff are very important.
- Must be a team player.
- The employee must keep abreast of any guidelines or regulations, which impact the delivery of services.
- Work priorities may change without prior notification.

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. Environmental Health Specialist spend time outdoors and would endure environmental exposure.

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 exercise extreme care to safeguard the confidentiality of the clients served.

- Safety for others is of utmost importance.
- Supervision of all client care activities requires careful attention to detail to prevent accident or injury.
- Staff shall be knowledgeable and compliant with universal precautions.
- Annual OSHA training is provided.
- Participates in the agency's required safety training.
- Must be aware of hazards in the workplace that could impact the client.

III. 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. Competencies Required for the Position:

- Information/Records/Project Administration:
 - a. Able to lead multiple, concurrent assignments on a multi-faceted project.
 - b. Ability to assess the needs of project and make changes in process, work flow and assignments.
- Data/information Analysis/Management: Able to analyze data/information for accuracy, validity and integrity, as well as maintain quality control and assurance. Ability to evaluate and modify data collection methodology, as well as modify and adjust resources needed to conduct research.
- Communication: Ability to lead exchange of research information through technical assistance and instruction. Ability to listen and respond appropriately to others to make information understandable. Ability to convey accurate information throughout all phases of research.

IV. Knowledge, Skills and 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.

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

V. 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.