



Delaware County Job Description

Job Title	Environmental Health Specialist	EEO Classification	Technicians
Department	Health Department	EEO4 Function	Health
Supervisor	Administrator	Job Grade	5
Work Schedule	8:30 am – 4:00 pm, M-F. Other as assigned	Status	Full-time
FLSA Status	Nonexempt, OT Eligible	Position Type	Hired
Job Category	PAT (Prof, Admin, Tech)	Effective Date	

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and abilities required. Delaware County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Environmental Health Specialist for the Health Department, with potential roles in food safety, onsite sewage systems, swimming pools, and environmental complaints; responsible for enforcing federal, state, and local public health and environmental protection laws, rules, and regulations.

DUTIES:

Performs on-site inspections of food service and retail food store establishments within jurisdiction, according to a regular inspection schedule and in response to public complaints. Provides inspections for farmer's market vendors and mobile and temporary food establishments at fairs and festivals. Ensures compliance with federal, state, and local sanitation safety regulations.

Prepares and conducts presentations to community on topics relating to food sanitation, and conducts seminars and training workshops for owners and operators of food establishments.

Conducts follow-up investigations as individual cases require and takes action as appropriate, including closing establishments for non-compliance with food safety requirements. Responds to food recalls and food borne illness investigations as needed.

Maintains detailed records of inspections, complaints, and investigations. Prepares and submits related reports as required.

Prepares and presents food training to food service personnel in Delaware County school system and provides training to students regarding safe food practices.

Collects food samples as related to foodborne illness investigations and submits to ISDH labs.

Responds to health/sanitation inquiries and correspondence from the public, providing information, referrals, and/or assistance as appropriate.

Answers telephone, responding to inquiries, taking message, providing information and assistance and/or directing caller to appropriate individual or department.

Attends professional education workshops and training seminars as required.

Assists with orienting new personnel as needed.

Responds to requests, questions, and problems concerning environmental issues, providing information and assistance, explaining procedures, conducting inspections, and issuing or denying permits as applicable.

Performs environmental inspections of housing units, swimming pools, septic systems, and water wells, ensuring compliance with public laws, codes, ordinances, and regulations.

Inspects open burning and dumping, unsafe buildings, high weeds/grass, sewage systems, and trash/garbage and provides consultation regarding environmental health and safety issues, lead, trash hauling, and hazardous waste inspections.

Responds to animal bite complaints and conducts follow-up inspections for rabies as required to ensure compliance with applicable laws. Provides corrective instruction for violations, conducts additional inspections, and refers violators to law enforcement agencies as appropriate.

Performs water sampling and conducts mosquito abatement and control program. Maintains accurate and detailed files of complaints, inspections, and related documents. Maintains/updates databases as needed.

Reviews and compiles Indiana Department of Environmental Management (IDEM) and Indiana State Department of Health (ISDH) reports and documents and performs public speaking presentations as needed.

Investigates various spills and/or discharges into ground and/or bodies of water. Works closely with IDEM on spill complaints and outdoor air complaints.

Performs other duties as assigned.

I. JOB REQUIREMENTS:

Bachelor's degree preferred in Environmental/Health Science or related field. Other degrees combined with relevant work experience may be considered.

Ability to meet all hiring requirements, including passage of a drug test and completing training as required by Department.

Thorough knowledge of standard principles and practices of public health and environmental protection, with ability to effectively evaluate facility operations and instruct members of the general public in application of appropriate procedures.

Working knowledge of federal, state, and local laws and regulations governing environmental protection, with ability to properly review and approve permits, conduct effective investigations, and ensure compliance with legal requirements.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare documents and written reports as required.

Ability to operate standard office and inspection equipment, such as computer, calculator, and mosquito sprayer.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile individuals.

Ability to effectively communicate orally and in writing with co-workers, other County departments and agencies, City of Muncie, IDEM, ISDH, Adult and Child Protective Services, police stations, courts, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and alongside others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to read/interpret detailed prints, specifications, and/or maps.

Ability to compile, classify, analyze, and evaluate data.

Ability to apply knowledge of people and locations and count and perform arithmetic calculations.

Ability to testify in legal proceedings/court as needed.

Ability to occasionally serve on 24-hour call and respond to emergencies from off-duty status.

Ability to occasionally work extended, evening, and/or weekend hours and travel out of town for training, sometimes overnight.

Possession of valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs a wide range of duties which involve consideration of many variables. Majority of duties are performed within clear and definite objectives that are applied to specific tasks. Incumbent exercises judgment when conducting public health and environmental inspections, evaluating facility compliance, and determining appropriate action for non-compliance.

III. RESPONSIBILITY:

Incumbent ensures proper implementation of sanitation requirements and environmental codes according to technical specifications and standard practices of the profession. Goals and objectives of incumbent's work are known, with work reviewed primarily for compliance with legal requirements and Department policy. Periodically, decisions are made in the absence of specific policies, and/or guidance from the supervisor.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments and agencies, City of Muncie, IDEM, ISDH, Adult and Child Protective Services, police stations, courts, and the public, for the purposes of exchanging information and ideas and rendering services.

Incumbent reports directly to the Administrator.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office and in the field, involving sitting and walking at will, standing/walking for long periods, lifting under 50 pounds, carrying objects, crouching/kneeling, handling/grasping objects, and hearing sounds/communication. Incumbent performs duties in varying weather conditions. Safety precautions must be followed to ensure the safety of self and others when working in the field and near fumes, odors, dust, and dirt. Incumbent is exposed to violent/irate individuals and may respond to situations involving potential physical harm to self and others.

Incumbent occasionally serves on 24-hour call and responds to emergencies from off-duty status. Incumbent occasionally works extended, evening, and/or weekend hours and travels out of town for training, sometimes overnight.

Interested individuals should submit cover letter, resume, completed application*, and any references or other info for consideration to:

- 1) Delaware County Human Resources
Delaware County Building
100 W. Main St, Room 300
Muncie, IN 47305

- 2) By email to Jammie Bane, DCHD Administrator, at jbane@co.delaware.in.us

**Printable county application can be found at <https://www.co.delaware.in.us/>*