

 		<b>AGENCY</b> Meigs County Health Department	
		<b>DIVISION</b> Environmental Health	
<b>JOB DESCRIPTION</b>			
Signature and Date of Employee <i>I have reviewed my job description and understand the contents.</i>	<input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change		<b>COUNTY OF EMPLOYMENT</b> Meigs
	<b>USUAL WORKING TITLE OF POSITION</b> Registered Environmental Health Specialist-in-Training		<b>TITLE OF IMMEDIATE SUPERVISOR</b> Director of Environmental Health
	<b>NORMAL WORKING HOURS (Explain unusual or rotating shift)</b> From: 8:00 a.m. To: 4:00 p.m. Total of 7 hours per day – 35 hours per week (Classified/non-exempt) Evening and weekend hours as needed.		
	<b>NORMAL WORKING CONDITIONS</b> The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  May have occasional exposure to blood, bodily fluids, and tissue; may have exposure to unruly children and adults; may have occasional operation of a vehicle in inclement weather; may have occasional exposure to outside work in inclement weather; occasional work near heavy machinery; may have exposure to chemicals, open flames, and other hazards; Minimal lifting		
		<b>ESSENTIAL FUNCTIONS</b>	<b>MINIMUM ACCEPTABLE CHARACTERISTICS</b>
Signature and Date of Agency Representative	70%	Receive training in environmental health inspections, enforcement techniques procedures, and investigation processes; Accompany public health sanitation and/or public health officials to observe application of appropriate environmental health methods and procedures on surveys; Investigation of unsanitary matters; Gain expertise in environmental health testing and sampling principle/techniques in order to perform environmental health and sanitation inspection on various premises, facilities, and environmental health systems (e.g., food service operations, food establishments, vending, manufactured home parks, schools, parks, camps, swimming pools and spas, marinas, sewage disposal systems, private water wells, solid waste disposal, compost materials, construction and demolition debris landfills, land sludge application, rabies control, investigations of food borne or other illness, health nuisance investigations and abatement, rodent and other vector control, inspection of refuse hauling and or sewage hauling vehicles, collects water and effluent sampling in accordance with standard methods, conducts investigations of safety hazards, performs operation permit inspection) to ensure and enforce compliance with applicable state and local environmental health standards; Perform routine environmental health testing to determine non-compliance with unsanitary abatement standards and applies agency's standardized methodology to enforce state and local laws and regulations for abatement of unsanitary conditions.	<b>Knowledge:</b> Human relations; Natural sciences-Sanitarian Practices <b>Skills:</b> Skilled Trade-Sanitarian; Deal with many variables and determine specific action; Comprehend and record figures accurately; Maintain accurate records; Understand manual and verbal instructions, technical in nature; Work alone on most tasks; Handle sensitive inquiries from and contacts with officials and general public; Develop good rapport with clients.
	20%	Assist in writing initial documents regarding agency's inspection and investigation activities; Write and update records/reports of daily activities; Write reports evaluation training progress periodically throughout training period; Review plans; Issue licenses/permits; Provide technical advice to owners, operators, and contractors on laws, rules, and procedures in various health fields; Assist with Meigs County Clean-Up Day; Complete public speaking engagements, conduct trainings, write newspaper articles.	<b>Knowledge:</b> Human relations; Natural sciences-Sanitarian Practices <b>Skills:</b> Deal with many variables and determine specific action; Comprehend and record figures accurately; Maintain accurate records; Understand manual and verbal instructions, technical in nature; Work alone on most tasks; Handle sensitive inquiries from and contacts with officials and general public; Develop good rapport with clients.
Revised March 2025	10%	Engage in a variety of training activities to develop knowledge and skill to perform public health enforcement activities (e.g., attends formal environmental health training courses conducted by local, state, federal agencies; Attend public and professional environmental health meetings; Participates in formal self-study environmental health programs); Assist with erection of Blu Med Mobile Hospital; Quality Improvement efforts.	<b>Knowledge:</b> Human relations; Natural Sciences-Sanitarian Practices <b>Skills:</b> Deal with many variables and determine specific action; Comprehend and record figures accurately; Maintain accurate records; Understand manual and verbal instructions, technical in nature; Work alone on most tasks; Develop good rapport with clients.

	<p><b>Other duties as assigned, but not limited to the above:</b>  Observe confidentiality of client and agency information; Adhere to HIPAA requirements; Support and work toward the mission and vision of the Health Department; Ability to drive on a regular basis to business appointments and meetings; Exhibit dependable attendance habits; Represent the Health Department favorably to the public; Maintain and improve knowledge and skills via attendance at trainings, meetings, seminars, and continuing education; assist with the promotional efforts for the Health Department's programs and activities both internal and external; Ensure compliance with standards, laws, regulations as promulgated by regulatory agencies, federal and state government; Function in the public health's emergency response and assume proper ICS role during public health emergencies; Participate in emergency preparedness trainings and exercises as required.</p>	<p><b>REQUIRED EDUCATION AND EXPERIENCE</b></p> <p>Certificate of registration as a Sanitarian-in-Training issued by the Ohio State Board of Sanitarian Registration. Completion of undergraduate degree from accredited college or university including at least 45 quarter or 30 semester units of science.</p> <p><b>MINIMUM QUALIFICATIONS</b></p> <p>Valid state issued Driver's License; ongoing proof of automobile insurance coverage. Non-tobacco user. Successfully pass a B.C.I. background check. Good health, high moral character, and good attendance record.</p> <p><b>EVALUATION</b></p> <p>Performance evaluation will be conducted as outlined in the Health Department's Employee and Procedure Manual.</p>
	<p>Job Specific Competencies Based on the <i>Core Competencies for Public Health Professionals</i></p> <ol style="list-style-type: none"> <li>1. <b>Data Analytics and Assessment Skills:</b> 1.1</li> <li>2. <b>Policy Development and Program Planning Skills:</b> 2.2</li> <li>3. <b>Communication Skills:</b> 3.2, 3.3</li> <li>4. <b>Health Equity Skills:</b></li> <li>5. <b>Community Partnership Skills:</b> 5.2</li> <li>6. <b>Public Health Sciences Skills:</b> 6.1, 6.2</li> <li>7. <b>Management and Financial Skills:</b> 7.4</li> <li>8. <b>Leadership and Systems Thinking Skills:</b> 8.5, 8.8</li> </ol> <p><i>Employee is presented with a copy of the Core Competencies from the Council on Linkages Between Academia and Public Health Practices (October 2021)</i></p> <p>Organizational Competencies—All MCHD employees are expected to meet specified competencies in the following areas:</p> <ol style="list-style-type: none"> <li>1. Excellence</li> <li>2. Customer Service</li> <li>3. Trustworthiness</li> <li>4. Leadership</li> <li>5. Accountability</li> <li>6. Teamwork</li> <li>7. Communication</li> <li>8. Confidentiality</li> <li>9. Learning</li> </ol>	

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