

 		<b>AGENCY</b> Meigs County Health Department	
<b>JOB DESCRIPTION</b>		<b>DIVISION</b> Environmental Health	
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 I		<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	75%	Performs routine and complex inspections, testing, sampling, plan review, and vector control duties in the following Environmental Health Programs: Food Service and Retail Food Operations, Vending, Schools, Camps, Public Swimming Pools and Spas, Private Water Systems, Sewage Treatment Systems, Solid Waste, Refuse hauling and/or Septage Hauling vehicles, Rabies Control (including preparation and shipment of specimen to lab for testing); Investigates food-borne or other illnesses, public health nuisances, and safety hazards; Conducts inspections of housing, water hauling vehicles, tattooing and body piercing, collects water samples; Performs routine tests according to established agency policy and procedures; Good communication skills are necessary for educating and communicating with the public and regulated facilities; May be required to work evenings/ weekends as assigned. This may include, but is not limited to activities such as temporary food inspections, public health emergencies, investigations, festivals, public meetings, and special events.	<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; Work alone on most tasks; Handle sensitive inquiries from and contacts with officials and general public; Develop good rapport with clients; Interpret a variety of instructions in written, oral, picture, or schedule form; Recognize unusual or threatening conditions and take appropriate action; Define problems, collect data, establish facts, and draw valid conclusions; Understand, interpret, and apply laws, rules, or regulations to specific situations; Exercise independent judgment and discretion; Read, copy, and record figures accurately; Calculate fractions, decimals, and percentages; Copy records precisely without error; Complete routine forms; Prepare accurate documentation; Prepare routine correspondence; Write instructions and specifications; Use proper research methods to gather data; Communicate effectively; Train or instruct others; Understand technical manuals and/or verbal instructions; Gather, collate, and classify information; Understand a variety of written and/or verbal communications; Maintain records according to established procedures; Develop and maintain effective working relationships; Cooperate with co-workers on group projects; Answer routine telephone inquiries
	10%	Completes independently written inspection reports and investigation summaries in all of the Environmental Health Programs; Completes routine reports, itineraries, mileage logs, time records, etc. thoroughly, accurately, and timely.	
	5%	Engages in a variety of training activities to develop knowledge and skills to perform public health enforcement activities and to conduct thorough inspections and complete concise reports on inspections; Attends formal environmental health training courses conducted by local, state, federal, and university agencies; Attends agency, public, and professional environmental health meetings; Participates in formal self-study environmental health programs;	
	3%	Provides education and consultation to community groups and the public in Environmental Health code requirements, operational processes, and best practices; Projects a positive and professional image to the public.	
	2%	Participates in Accreditation preparation including being a team member, document selection, Quality Improvement efforts, and Strategic Planning.	
Revised March 2025			

		<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>  Completion of undergraduate degree from accredited college or university including at least 45 quarter or 30 semester units of science and two years of experience as a Registered Environmental Health Specialist-in-Training; or Certificate of registration as a Registered Environmental Health Specialist issued by the Ohio State Board of Sanitarian Registration.</p>
		<p>Job Specific Competencies Based on the <i>Core Competencies for Public Health Professionals</i></p> <ol style="list-style-type: none"> <li><b>Data Analytics and Assessment Skills:</b> 1.1</li> <li><b>Policy Development and Program Planning Skills:</b> 2.2</li> <li><b>Communication Skills:</b> 3.2, 3.3</li> <li><b>Health Equity Skills:</b></li> <li><b>Community Partnership Skills:</b> 5.2</li> <li><b>Public Health Sciences Skills:</b> 6.1, 6.2</li> <li><b>Management and Financial Skills:</b> 7.4</li> <li><b>Leadership and Systems Thinking Skills:</b> 8.5, 8.8</li> </ol> <p><small>Employee is presented with a copy of the Core Competencies from the Council on Linkages Between Academia and Public Health Practices (October 2021)</small></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>Excellence</li> <li>Customer Service</li> <li>Trustworthiness</li> <li>Leadership</li> <li>Accountability</li> <li>Teamwork</li> <li>Communication</li> <li>Confidentiality</li> <li>Learning</li> </ol>	<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 Policy and Procedure Manual and based upon annual performance goals as agreed upon by employee and immediate supervisor.</p>

An Equal Opportunity Employer