

## **FREMONT COUNTY ENVIRONMENTAL HEALTH SPECIALIST – JOB DESCRIPTION**

**Position Title:** Environmental Health Specialist

**Reports To:** Board of Health

**Position Type:** Part-Time

**Location:** Fremont County

### **General Summary**

Under the supervision of the Board of Health, the Environmental Health Specialist plays a crucial role in promoting public health and ensuring sanitary conditions within the community. This position involves conducting skilled public health and environmental sanitation investigations and inspections in both public and private facilities. The Environmental Health Specialist will enforce a wide variety of Federal, State, and County regulations related to health, safety, and welfare, while maintaining positive public relations. This position requires initiative, professional judgment, and a commitment to enforcing compliance with applicable laws.

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### **Key Responsibilities and Duties**

#### **1. Regulatory Compliance and Inspection:**

- Ensure compliance with regulations regarding the permitting and installation of private on-site sewage treatment and disposal systems.
- Oversee the permitting and installation of private water wells.
- Conduct well testing, well plugging, and well rehabilitation activities as part of the Private Well Grants program.
- Investigate written environmental health complaints and provide recommendations for remedial actions.
- Perform septic system inspections upon request during property resale transactions upon Time of Transfer certification

#### **2. Documentation and Reporting:**

- Write detailed, comprehensive reports for official use as required, maintaining thorough records of all activities.
- Issue official notices and recommend remedial actions where necessary.
- Provide testimony in court proceedings as a witness when required.
- Assist in the preparation of grants and write amendments to the environmental sections of the Fremont County Code.

#### **3. Community Engagement and Education:**

- Promote community awareness through public presentations, news releases, interviews, and the development of printed promotional materials.

- Conduct educational programs for contractors, operators, and the public on various environmental health topics.
  - Represent the department at workshops, conferences, and seminars to stay informed on industry trends.
4. **Planning and Collaboration:**
- Participate in planning activities aimed at improving environmental health in Fremont County.
  - Collaborate with other agencies, departments, and community organizations to achieve common goals related to public and environmental health and safety.
5. **Other Duties:**
- Perform additional tasks as assigned by the Agency Administrator that support the goals of the department and the community.

## **Knowledge, Skills, and Abilities**

The ideal candidate should possess the following knowledge, skills, and abilities:

- **Communication Skills:** Ability to communicate effectively with individuals from diverse educational and professional backgrounds.
- **Regulatory Knowledge:** Knowledge of environmental programs, regulations, and best practices for advising contractors, operators, and the public.
- **Technological Proficiency:** Proficient in using technological tools to maintain records, conduct research, and interpret regulations, including the Code of Iowa and County ordinances.
- **Enforcement Skills:** Ability to interact in an enforcement/regulatory capacity, ensuring compliance with laws while maintaining professionalism.
- **Problem Solving:** Ability to interpret various instructions and solve practical problems, whether in written, oral, or diagrammatic form.
- **Public Speaking:** Ability to speak clearly and confidently in public forums and discussions.

## **Qualifications and Entry Requirements**

- **Education:** A minimum of an associate's degree in a science or environmental-related field is preferred.
- **Experience:** Experience in environmental health or related fields is preferred but not required.
- **Licensing:** A valid driver's license is required, with the ability to travel to inspection sites. The candidate must maintain insurability to drive.

- **Work Environment:** The position requires both office and fieldwork, including travel to inspection sites in various environmental conditions. This may include exposure to extreme temperatures, dust, and mechanical hazards.

### **Physical Requirements**

- Ability to safely lift and carry up to 50 pounds as needed for field inspections and related duties.
- Must be able to climb in and out of trenches during inspections and other field tasks.
- Ability to walk on uneven ground and traverse various terrains during outdoor inspections.
- Must be able to bend, stoop, kneel, and stand for extended periods in both office and field environments.

### **Work Conditions and Environment**

- **Office & Field Work:** This position requires a mix of office work and field inspections, both indoors and outdoors.
- **Exposure:** Occasional exposure to extreme temperatures, dust, and mechanical hazards during field inspections.

### **Compensation**

Salary for this position will be determined based on experience. This part-time role provides an opportunity for professional growth within the field of environmental health.

**Note:** This job description is intended to provide a general overview of the responsibilities and qualifications associated with the position of Environmental Health Specialist. It does not include every task the employee may be required to perform. Additional duties may be assigned as needed. Employees are expected to comply with any reasonable job-related instructions and perform other duties as requested by the Agency Administrator.