



PHELPS/MARIES COUNTY

HEALTH DEPARTMENT

200 N. Main St., Suite G-51
Rolla, MO 65401
p. 573-458-6010
f. 573-458-6060
phelpscountyhealth.com

Full Job Description

The Environmental Public Health Specialist is responsible for promoting community sanitation and in making field investigations relating to the enforcement of sanitation laws, rules, regulations, and ordinances.

Job Duties and Responsibilities

- Maintains an awareness of the local food protection ordinance, local onsite, wastewater treatment systems ordinance, lodging rule, child care rules, and other applicable rules and regulations, assuring that knowledge base is current.
- Has knowledge of the basic principles, techniques, and practices of general sanitation related to public health work. Demonstrates the ability to solve problems of general sanitation, food protection, private water supplies, and onsite wastewater treatment systems.
- Conducts inspections assuring consistency, thoroughness and compliance with relevant laws, rules, regulations, and/or ordinances.
- Investigates complaints and documents violations involving possible sanitation violations. Prepares reports with recommendations for corrective measures and makes follow-up investigations to assure compliance and completion of the plan of corrective action. Assures that all documentation is current and accurate and that all investigations are conducted with professionalism and confidentiality.
- Maintains a list of all regulated establishments regulated by the Phelps/Maries County Health Department. Prioritizes lists according to risk and establishes a schedule to conduct the routine inspections assuring that all establishments are inspected at a frequency specified in the pertinent law/rules/regulations and/or ordinances pertaining to their operation.
- Issues permits for onsite wastewater treatment systems. Inspects construction and operation of onsite wastewater treatment systems to assure compliance with laws, rules, regulations and/or ordinances.
- Inspects licensed childcare centers, licensed family home childcare facilities, licensed group home childcare facilities, license exempt childcare facilities as requested by Missouri Department of Health and Senior Services to monitor compliance with laws, rules, and regulations.

- Inspects lodging facilities, as required by the core public health contract.
- Conducts classes and other community presentations in environmental health practices.
- Confers with government, community, industry, emergency services, disaster assistance, and private organizations to interpret and promote environmental health programs.
- Collaborates with other Health Department personnel in epidemiological investigations and control.
- All employees of the Phelps/Maries County Health Department are required to respond to any declared public health emergency in Phelps and Maries Counties, to include but not limited to staffing mass vaccination or prophylaxis sites. All employees must be reachable by phone during public health emergency and respond in a timely manner to the Phelps/Maries County Health Department when required.
- Performs other duties as assigned.

Educational and Eligibility Requirements:

- Minimum of a Bachelor's degree from an accredited college or university with a minimum of 30 earned credit hours in one or a combination of the following: Biology, Chemistry, Bacteriology, Animal Science, Food Science, Soil Science, Sanitary Science, Environmental Health, or in closely related physical or natural sciences
- No experience necessary. Experience in food handling or regulatory enforcement
- Must possess a valid Missouri Driver's license, auto insurance, and reliable transportation

Key Competencies: Ability to stand, walk, sit, use hands to handle or feel, reach with

- Communication: Must be able to read, write, and speak clearly. Language skills must be commensurate with education requirements. Frequent communication occurs via telephone or email.
- Computer Skills: Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Accuracy: Ability to adapt to change in the workplace and shift focus with little notice.
- Adaptability: Ability to adapt to change in the workplace and shift focus with little notice.
- Ethical: Ability to demonstrate conduct conforming to a set of values and accepted standards.

- **Mathematical Skills:** Mathematical skills required to commensurate with education. Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- **Reasoning Ability Skills:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardizations exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or scheduled form.
- **Relationship Building:** Ability to effectively build relationships with customers and co-workers.
- **Reliability:** The trait of being dependable and trustworthy.
- **Safety Awareness:** Ability to identify and correct conditions that affect employee safety.
- **Self-Motivated:** Ability to be internally inspired to perform a task to the best of one's ability using his or her own drive or initiative.
- **Time Management:** Ability to utilize the available time to organize and complete work within given deadlines.

Physical Demands:

- Physical demands of this job include sitting, standing, walking, reaching, climbing, crawling, squatting, or kneeling, bending, lifting and/or carrying up to 50lbs., pushing and/or pulling up to 50lbs.
- **Vision-** Ability to detect, determine, perceive, identify, observe, estimate, and assess, surroundings, to ensure compliance with laws, rules, regulations, and/or ordinances.
- **Smell** – Ability to detect, distinguish, or determine odors during the course of an inspection or investigation.
- **Personal Protective Equipment (PPE)** – Must be able to perform job functions while wearing PPE such as masks, gloves, gown, and goggles.

Work Environment:

- Work environment consists of in-office work and on-site inspections.
- Reasonable accommodations may be made to enable individuals to perform essential functions of the job.
- Noise level in the work environment is light to moderate with occasional high levels during on-site inspections
- Frequent visual and auditory interruptions

Special Note: All employees of the Phelps/Maries County Health Department are considered First Responders in the Event of a Disaster Response Situation. All employees must report for duty upon request of the Director or designee during a public health emergency.

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Flexible schedule
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday
- Evenings as needed
- Weekends as needed

Work Location: In person