



September 24, 2021

Registered Environmental Health Specialist/Environmental Health Specialist-In-Training

The Holmes County General Health District is actively seeking a qualified candidate for the full-time position of Registered Environmental Health Specialist/Environmental Health Specialist-In-Training to work primarily in the **Food Safety and Recreation Programs**. Under the general supervision of the Environmental Health Director, the Registered Environmental Health Specialist/Environmental Health Specialist-In-Training is responsible for conducting inspections and providing education and training as a strategy to achieve compliance of regulated entities pertinent to environmental health codes and healthy practices. The enforcement of codes is done consistently across settings and respectfully across populations.

Essential Duties May Include:

1. Plans, organizes, and conducts inspections of establishments under the food service program (e.g., restaurants, vending operations, etc.); contacts operators to schedule appointments; inspects site to ensure compliance with all environmental health regulations (e.g., proper storage of food stuff, proper serving temperatures, adequate sanitary procedures in preparation areas, etc.); documents findings and takes action in accordance with applicable policies and procedures; follows up on violations to ensure compliance
2. Plans, organizes, and conducts inspections of recreational and public facilities (e.g., campgrounds, swimming pools, spas, schools, etc.); contacts operators or officials to schedule appointments; inspects site to ensure compliance with all environmental health regulations (e.g., checks PH levels and records; inspects public restroom facilities; reviews cafeteria operations; etc.); documents findings in accordance with applicable policies and procedures; follows up on violations to ensure compliance.
3. Receives and responds to complaints regarding improper sewage discharge, animal bites, food-borne illness, and nuisances; gathers data and information necessary to determine complaint validity; interviews persons involved; analyzes findings and develops recommendations on complaint validity or nuisance abatement; takes further enforcement action if warranted in accordance with policy and procedure.
4. Plans, organizes, and conducts inspections of sewage, septic, and water systems and new housing sites (e.g., reviews contractor registration; inspects system installation; monitors water hauler vehicles and equipment; drains water samples and delivers samples for analysis; etc.); documents findings and activities in accordance with applicable policy and procedure; follows up on violations to ensure compliance.
5. Provides consultation to homeowners, builders, contractors, etc., on sewage and water system construction issues; analyzes plans for proposed systems; evaluates existing systems; reviews survey plats for proposed subdivision and home construction; approves plans and issues permits.
6. Plans, organizes, and conducts septage and solid waste and infection waste facility inspections (e.g., scavenger trucks, solid waste haulers, disposal sites, etc.); contacts operators to schedule appointments; inspects equipment to ensure compliance with all

environmental health regulations; documents findings in accordance with applicable policies and procedures; follows up on violations to ensure compliance.

7. Prepares documents and maintains records related to inspection and investigation activities (e.g., correspondence, permits, activity reports, mileage, investigation findings, etc.); updates records to ensure accuracy and completeness; ensures that departmental records are maintained in accordance with applicable policy and procedure.
8. Attends meetings, conferences, and seminars dealing with environmental health issues and food service regulations; receives and responds to questions from operators, officials, and the general public on food program issues; distributes educational materials; provides guidance and consultation on food service compliance issues.
9. Maintains required licensure and certification.
10. Demonstrates regular and predictable attendance.
11. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
12. Responds to public health emergencies (man-made or natural disasters) or acts of terrorism in accordance with local, state and national response plans using the incident command system.
13. Performs any and all other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of the Holmes County General Health District.

Qualified candidates must possess:

Bachelor's Degree in Environmental Health, Biology, or other science-related field of study from an accredited university or college. A registration as either a Registered Environmental Health Specialist/Environmental Health Specialist-In-Training from the Director of the Ohio Department of Health in accordance with requirements specified in Chapter 4736 of the Ohio Revised Code and Chapter 4736 of the Ohio Administrative Code. Bilingual candidates/staff are preferred.

Benefits:

Competitive benefits package that includes: (12) paid holidays; paid vacation; paid sick leave; paid personal leave; health insurance; dental insurance; vision insurance; health savings account; life insurance; Ohio Public Employees Retirement System (OPERS); employee assistance program; tuition reimbursement; and continued career training and development.

Equal Opportunity Employer/Provider

Position is open until filled.

Email or Send Resume to:
Lavonne Flickinger
Fiscal and Human Resource Officer
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Millersburg, OH 44654
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