

# TANEY COUNTY HEALTH DEPARTMENT

## POSITION DESCRIPTION

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**JOB TITLE:** Environmental Public Health Specialist

**DIVISION:** Environmental

**IMMEDIATE SUPERVISOR:** Environmental Division Manager

**STATUS:** Non-Exempt

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### ESSENTIAL FUNCTIONS

- I. Inspection Related Activities 85% of Time
- A. Maintains an awareness of the different municipal, county, state and federal Food Codes, Lodging Codes, and Day Care Guidelines, that may affect public health, assuring that knowledge base is current.
  - B. Maintains a list of all establishments in County. Prioritizes list according to risk and establishes a schedule to conduct the routine inspections assuring that all establishments get an annual inspection and that high-risk establishments get three or more inspections annually.
  - C. Establishes a process and protocol for conducting routine inspections assuring for consistency, thoroughness, and compliance with the relevant code. Conducts routine inspections and provides training and assistance in order to improve the skills of clients.
  - D. After receiving a complaint, conducts the investigations assuring for professionalism and for compliance with structure established for the investigations. Assures for confidentiality.
  - E. As violations are noted, documents violations. Lists standards required by the relevant code. Provides feedback to the manager. Provides dates for corrective action to be completed. Assures for professionalism.
  - F. Re-inspects for compliance assuring for professionalism and the completion of the plan of corrective action. Assures that documentation is current.
  - G. Provides training for food handlers and others. Chooses and publishes curriculum, materials, delivers training assuring for accuracy and best PR for department.
  - H. Receives new and remodeled facility applications for health permit. Reviews for thoroughness. If complete and acceptable, provides approvals. If incomplete or unacceptable, provides guidance. Approves when acceptable assuring for timeliness and meeting building and fire codes.
  - I. Receives plans for new construction projects or temporary sites or remodels. Reviews for thoroughness. If complete and acceptable, provides approvals. If incomplete and unacceptable, provides guidance. Approves when acceptable assuring for timeliness.
  - J. Receives nuisance complaints. Makes suite inspection. Provides a notice to owner to correct situation. Completes follow up as needed.
  - K. Follows up on illness investigations and emergency response assuring for professionalism.
  - L. Takes calls after hours and response accordingly assuring for timeliness and a professional investigation.
  - M. Collects water samples from pool inspections for bacteriological testing and accurately record and read the results assuring for accuracy and timeliness.
  - N. Must be able to drive to inspection sites to perform all required and essential job related activities and tasks.
- II. Lab Related Activities 15% of Time
- A. Maintains an understanding of the policies and procedures associated with lab testing.
  - B. Receives a sample. Decides which test needs to be conducted. Conducts the test.
  - C. Receives results and distributes to the appropriate party. Completes needed paperwork and distributes to the appropriate party.

- D. Maintains all equipment, supplies, maintenance of lab. Maintains inventory and restocks as needed. Calibrates and assures certification of equipment and lab assuring for lab readiness.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other Health Department related duties requested by their supervisor; subject to reasonable accommodations.

### **KNOWLEDGE REQUIREMENTS**

- ◆ Bachelors Degree with 30 hours of Sciences.
- ◆ One or more years experience in a related field.
- ◆ Completed Missouri Board Certification.
- ◆ Computer literacy.

### **BUSINESS EXPECTATIONS**

- ◆ Follows applicable rules, regulations, and policies.
- ◆ Attends work regularly and is punctual.
- ◆ Behaves professionally and presents a professional business appearance.
- ◆ Conducts self in such a way as it reflects positively on the Health Department.
- ◆ Fosters positive working relationships and accepts new responsibilities.

### **WORK ENVIRONMENT**

- ◆ Above average accessibility of all work sites required for the position.
- ◆ Above average exposure to weather and temperature extremes.
- ◆ Above average exposure to chemicals and fumes.
- ◆ Average exposure to heights.
- ◆ Average exposure to work safety hazards.
- ◆ Above average amount of overtime/extended work hours required.
- ◆ Average exposure to dust.
- ◆ Average exposure to loud noises.
- ◆ Average exposure to darkness.
- ◆ Average exposure to cramped spaces.

### **PHYSICAL EFFORT**

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength to handle routine office materials and tools.
- ◆ Normal physical strength to handle 40 lb. objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Normal endurance.

### **MENTAL EFFORT**

- ◆ Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Average memory, considering the amount and type of information.
- ◆ Average complexity of decision making.
- ◆ Average time pressure of decision making.
- ◆ Average analytical thinking.

- ◆ Average conceptual thinking.

**COMMUNICATIONS**

- ◆ Above average verbal communication.
- ◆ Above average written communication.
- ◆ Above average non-verbal communication.

**SENSORY ABILITIES**

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch.

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions with or without reasonable accommodation under the Americans with Disabilities Act.

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Employee's Signature

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Date

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Manager's Signature

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Date