



Public Health
Prevent. Promote. Protect.
Taney County Health Department

POSTION DESCRIPTION

JOB TITLE: EPHS I
FLSA STATUS: Non-Exempt
DATE:

DEPARTMENT: ECOT
LOCATION: Branson
REPORTS TO: ECOT Manager

JOB SUMMARY

An EPHS, Environmental Public Health Specialist, prioritize the health and safety of people using services in Taney County, including restaurants, hotels, pools, childcare, body art, and massage by conducting risk based inspections to ensure facilities are following all codes and ordinances.

ESSENTIAL DUTIES, FUNCTIONS, AND RESPONSIBILITIES

- Support permitted and aspiring facilities through education, application review, and technical assistance.
- Protect the health and safety of the public by ensuring permitted facilities are compliant with codes and local ordinances through inspections and site visits.
- Provide education to improve knowledge and skills necessary to protect health and safety in facilities and the public of Taney County.
- Respond and investigate complaints, food borne outbreaks, and emergency response incidences.
- Expand knowledge and expertise in inspection programs through cross training with peers, professional development, and participating in the quality assurance program.
- Serve as back up to private drinking water lab operations to ensure Taney County Health Department maintains accreditation and conduct microbiological testing of water samples to ensure the safety of drinking water.

TCHD GENERAL PUBLIC HEALTH RESPONSIBILITIES

- Must in engage in the TCHD Strategic plan including development, planning and implementation
- Must incorporate TCHD core values of caring, protecting and serving into everyday responsibilities
- Must participate in Continuous Quality Improvement at TCHD by promoting, planning, and/or implementing.
- Must participate in planning and execution of your division Performance management goals.
- Must establish individual performance and professional goals and must accomplish these goals on a yearly basis
- Must take a core competency assessment every 3 years and must establish and create and complete a training plan for improvement.

EDUCATION & RELATED EXPERIENCE

- Bachelors Degree with 30 hours of Sciences.
- Valid Missouri Driver License and daily access to a reliable and insured vehicle.
- Must be able to drive to multiple locations, community meetings, and trainings

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Excellent team player
- Strong analytical and problem-solving skills including conflict resolution
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.

PHYSICAL REQUIREMENTS

PHYSICAL TASK	PHYSICAL REQUIREMENTS	FREQUENCY
Sitting	Must be able to remain in a stationary position for long periods of time.	Frequently
Standing	Must be able to remain in a vertical or upright position for long periods of time.	Frequently
Walking	Must be able to move about the work area, from one area to another to perform duties and assist clients.	Frequently
Lifting	Must be able to raise up to 20 pounds of supplies from a lower to a higher position or horizontally from position to position.	Occasionally
Carrying	Must be able to move 20 pounds of documents, supplies, and other equipment from one area to another.	Occasionally
Reaching	Must be able to extend upper extremities in an upward or downward direction to pick up files, work supplies, or other items.	Occasionally
Seeing	Must have visual acuity to make observations and work on a computer.	Constantly
Talking	Must be able to communicate verbally with co-workers, clients, and the general public to exchange information, respond to questions, and solve problems.	Constantly
Hearing	Must be able to receive information through oral communication.	Constantly

WORKING CONDITIONS

Most duties are performed in an office environment. The office work environment is usually a well-lighted environmentally controlled indoor environment with a moderate level of noise. Work hours may vary depending on the operational activities and required duties. The Director may at times have to address urgent issues outside of regular working hours.

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties may differ from those outlined in the job description and other duties, as assigned, may be required. This document does not create an employment contract. Employees are employed on an “at-will” basis and may be terminated at any time. Consistent with all federal and state disability laws, the Taney County Health Department will provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause undue hardship to the organization.