

**PART TIME ENVIRONMENTAL
HEALTH SPECIALIST-FIELD POSITION**

County of Dearborn, Indiana

Position: Environmental -Filed Health Specialist, Part Time

Department: Health

Applicant will serve as an Environmental Filed Health Specialist for the Dearborn County Health Department and under the Chief Environmental Health Specialist. Incumbent is responsible for investigating environmental onsite sewage complaints, conducting on-site inspections, and enforcing federal, state, and local public health and environmental protection laws, rules, and regulations.

DUTIES:

Inspects sites prior to and after construction of septic and sewage disposal systems, coordinating soil tests and reviewing landscape features, identifying problems, recommending appropriate system sizing criteria, and/or taking corrective actions as needed to assure compliance with all applicable laws and legal requirements.

Responds to requests, questions, and problems concerning septic systems and related environmental concerns, providing information and assistance, explaining procedures, conducting inspections, and issuing or denying permits.

Assists with educational seminars for onsite sewage disposal system installers and contractors as needed.

Assist staff members, as needed, in addressing other environmental problems.

Maintains accurate and detailed files of all complaints, inspections, and related documents.

Completes a variety of daily, monthly, and annual reports, submitting to regulating agencies as required.

Periodically attends professional education workshops and training seminars.

Attends various meetings, seminars, and workshops to maintain current on health-related matters.

I. Job Requirements

Baccalaureate Degree in Biology, Environmental Health, or related field and one (1) to two (2) years relevant work experience preferred.

Ability to meet all Department hiring requirements, including passage of a background check and a drug test. Must have a valid Drivers License, a demonstrated safe driving record.

Thorough knowledge of standard policies and practices of the Dearborn County Health Department, with ability to apply appropriate procedures accordingly.

Thorough knowledge of standard principles and practices of public health and environmental protection, with ability to effectively evaluate sanitation problems and instruct members of the public in application of appropriate procedures.

Knowledge of federal, state, and local laws and regulations governing environmental sanitation, with ability to conduct effective investigations, perform testing/sampling procedures, review and approve permits, and assure compliance with all legal requirements.

Working knowledge of standard office procedures and Department computer applications, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare detailed written reports within established deadlines.

Knowledge of standard filing systems and ability to create and maintain Department files.

Ability to operate standard office and field equipment, such as computer, calculator, laser level, photometer, distance wheel or tape, and camera.

Ability to effectively communicate orally and in writing with co-workers, other County departments, builders, excavators, City officials, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Position is 28 hours per week at \$20.00 per hour. There are no benefits.

This is a Health First position under Senate Enrolled Act 4, legislation and is available only as long as funds are continued.

Dearborn County is an equal-opportunity employer.

Send Resume to Amy Rose at arose@dearborncounty.in.gov