

**POSITION DESCRIPTION
COUNTY OF HENRY, INDIANA**

POSITION: Environmental Health Specialist: Food Protection
DEPARTMENT: Health Department
DIVISION: Environmental Health
WORK SCHEDULE: As assigned
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: July 2019
DATE REVISED:

STATUS: Part-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Henry County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Environmental Health Specialist: Food Protection for the Health Department, responsible for enforcing federal, state, and local environmental health regulations. Incumbent performs specialty functions in the area of food science.

DUTIES:

Inspects retail food establishments within jurisdiction according to a regular schedule or in response to public complaint, to ensure compliance with state, local, and federal food science regulations. Reviews plans/specifications of proposed construction/renovation and equipment for potential health risks.

Maintains records of inspection data and prepares and submits reports and summaries of field inspections for regulatory and administrative action to Director of Environmental Health.

Enforces state ordinances related to vector control as it relates to the food establishment.

Assists with the preparation and distribution of educational materials, public information materials, and bulletins to inform the public of health issues and promote department activities. Periodically conducts educational programs on topics relating to public health issues.

Testifies in scheduled court proceedings, as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Thorough knowledge of the standard principles and practices of public health science typical of a bachelor's degree in environmental health, environmental science, or health science.

Working knowledge of common food service equipment materials, equipment, operating procedures, and design, and state/local laws and regulations pertaining to environmental and food science.

Working knowledge of and ability to operate required office and inspection equipment, including copier, phone, computer, facsimile, printer, pH meters, chemical test kits, and pressure/temperature measuring devices.

Ability to plan, schedule, and conduct field inspections and to maintain accurate records and prepare factual reports.

Ability to provide public access to, or maintain confidentiality of, department information and records according to state requirements.

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 effectively communicate orally and in writing with co-workers, other County departments, various state and federal agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, often amidst distractions and interruptions.

Ability to understand, memorize, retain, and carry out oral or written instructions and present findings in oral or written form.

Ability to occasionally work extended hours and travel out of town, sometimes overnight.

Possession of a valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs duties which are relatively broad in scope, dealing with a wide variety of situations and individuals. Work is accomplished according to generally accepted but not always clearly applicable guidelines, calling for judgment in determination of the most pertinent guidelines to apply to particular problems and situations under the guidance of supervisor.

III. RESPONSIBILITY:

Incumbent applies the principles and practices of general health sanitation to specific situations, with fundamental responsibility for ensuring public compliance with department policies and legal standards. Special problems or deviations from normal operating methods are discussed with supervisors. Work is reviewed for compliance with general policy.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, various state and federal agencies, and the public for the purposes of implementing required inspections, disseminating information, and ensuring that environmental protection and food sanitation standards are met and maintained.

Incumbent reports directly to Director of Environmental Health.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a variety of settings, including a standard office environment, food establishments, outdoors and in a vehicle, including driving, standing/walking for long periods, walking on uneven terrain, bending, crouching, handling/fingering objects, lifting/carrying objects weighing under 50 pounds, and exposure to chemicals, inclement weather, dust, dirt, and heavy machinery. Safety precautions must be followed at all time to avoid injury to self and others.

Incumbent occasionally works extended hours and travels out of town, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Environmental Health Specialist: Food Protection for the Health Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee signature

Date

Print/Type Name