A logo of a health department

Description automatically generated

Madison County Health Department

◊ 493 Medical Park Drive ◊ Marshall, NC 28753 ◊

◊Tel: 828-649-3531 ◊ Fax: 828-649-9078 ◊

[www.madisoncountyhealth.org](http://www.madisoncountyhealth.org)

**Tammy Cody, MHS Melissa Robinson, MD**

**Heath Director Medical Director**

VACANCY ANNOUNCEMENT

TITLE: Environmental Health Specialist

GRADE: 67

DESCRIPTION OF WORK:

This is an advanced professional environmental health position that works to promote the public’s health through education surveillance, consultation, inspections, and enforcement of local, state and federal environmental health laws and regulations. This position functions in an advanced specialist role and spends the majority of time coordinating on-site waste water treatment systems. Consultation is provided to other health department staff, local officials, contractors and developers on complex wastewater treatment systems that may arise. The employee will analyze complex situations, problems and issues to develop and recommend alternative courses of action.

On-Site Wastewater Treatment

* Arrange appointments with owners/developers/contractors/agents to evaluate lots for ground absorptions sewage disposal systems.
* Evaluate on site lots/property for soil characteristics, topography, soil depth, drainage and available space as per local and state guidelines.
* Design a wastewater treatment system utilizing knowledge of local, state and federal rules and regulations.
* Maintain extensive knowledge base of available treatment options and current alternative system options for complex situations.
* Work closely with treatment system installation to assure proper placement of on-site system.
* Assist in the training of other environmental health specialists regarding the on-site wastewater program.
* Issue or deny Improvement permit/Construction Authorization based on conditions observed and compliance with rules and regulations.
* Inspect completed installation prior to back-filing. If the system is in compliance with rules and regulations and all conditions are met on the Construction Authorization, issue a Certificate of Completion.

Private Well Inspection

* Arrange appointments with owners/contractors/agents to evaluate lots for well placement.
* Review and approve plans for well construction.
* Issue or deny Well Construction Authorization.
* Inspect well grouting and well head at installation. If the system is in compliance with state rules and regulations and all conditions described on the Construction Authorization, issue a Certificate of Completion.
* Assist in training of other environmental health specialist regarding the private well program.
* Provide consultation as needed to well drillers, pump installers, and others involved in placement and construction of well.
* Provide education to well owners in methods to protect and maintain a safe drinking water supply

Food and Lodging

* Assure acceptable level of sanitation is maintained in all food, lodging, and institutional establishments in Madison County
* Perform sanitation inspections and post grades in all applicable establishments in accordance with NC Administrative Code
* Perform compliance investigations as necessary or indicated
* Investigate and initiate corrective actions regarding public complaints involving food, lodging, and institutions
* Investigate and initiate corrective actions for all outbreaks of illness suspected to be associated with food establishments
* Provide and/or assure that educational programs for food service personnel are available routinely or upon request
* Review and approve plans for new construction, remodeling, and equipment changes at food, lodging, and institutional establishments prior to construction
* Assure an acceptable level of sanitation is maintained in all special feeding sites, daycare centers, and foster homes

Other

* Participate in public health preparedness training and activities.
* Participate with other health department staff on environmental/epidemiological issues such as foodborne illness and disease, etc.
* Participate in required educational opportunities to maintain high level of knowledge and skills.

This is a general description of the duties of this position. Other duties may be assigned by the supervisor, health director or deputy health director.

KNOWLEDGE, SKILLS AND ABILITIES:

* Considerable knowledge of environmental health laws, rules and procedures, as well as complete understanding of the concepts of public health law
* Considerable knowledge of microbiology, biology, chemistry, soil science, epidemiology, entomology and basic engineering technology as applied to environmental health practices
* Considerable knowledge of the protection of water supplies, food sanitation, food borne diseases, communicable diseases, vector control and institutional sanitation
* Extensive knowledge of on-site wastewater treatment systems
* Ability to exercise sound judgment and deal tactfully with a wide range of public contacts while enforcing public health laws and regulations
* Ability to develop and express ideas and opinions concisely and clearly in oral and written form
* Ability to independently plan and schedule work activities and perform assignments
* Ability to apply environmental health knowledge and techniques in the investigation of environmental health problems
* Ability to work with others in solving the more complex environmental problems

MINIMUM TRAINING AND EXPERIENCE:

1. Required Minimum Training:
   * Baccalaureate degree from an educational institution rated as acceptable by the Board of Registered Sanitarians with a minimum of 30 semester hours or equivalent in the physical and/or biological sciences
2. Additional Training/Experience:
   * Two years of experience as the Environmental Health Specialist level in a health department
3. License or Certification Required by Statute or Regulation:
   * Registered as a Sanitarian by the North Carolina Board of Sanitarian Examiners
   * A valid North Carolina driver’s license is required to carry out job-related essential functions.

The employer will consider candidates with the minimum education requirements who are not yet certified or registered. Noncertified or registered candidates must be willing to obtain certification and registration within the first year of employment.

CONDITIONS OF EMPLOYMENT:

Applicants must have a valid NC driver’s license and reliable transportation. All applicants tentatively selected for this position will be required to submit to a urinalysis to screen for illegal drug use. A criminal records check will be conducted.

APPLICATION PROCESS:

Applicants will be given credit only for information provided in response to this announcement. No additional information will be solicited or considered by this office; therefore, persons who submit incomplete applications may not receive full credit for their education, training and experience. Applicants will not automatically be given credit based on their position title.

A NC State Application Form (PD 107) and official high school and/or college transcripts must be submitted to:

Tammy Cody, Health Director

Mailing Address:

Madison County Health Department

493 Medical Park Drive

Marshall, NC 28753

Or

Email:

[tcody@madisoncountync.gov](mailto:tcody@madisoncountync.gov)

CLOSING DATE:

Position is open until filled.