



ALAMANCE COUNTY Health Department

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www.alamance-nc.com/d/health

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JOB ANNOUNCEMENT November 20, 2020

JOB TITLE: Environmental Health Program Specialist – Quality Assurance and Well Water Coordinator
SALARY: Dependent on authorization level and years of experience (Hiring Range = \$45,470-49,562)
FRINGE BENEFITS: Sick and annual leave; holidays; employee medical/life/dental/liability insurance; dependent insurance available at group rates; state retirement plan; 401(k); flexible schedule
POSITION TYPE: Permanent, full time (40 hours per week)
LOCATION: Burlington, NC
CLOSING DATE: December 4, 2020

Job Purpose: To promote and protect public health and the environment through education, surveillance, inspection, consultation, and enforcement of local and state laws, rules, and regulations in accordance with proper policies and procedures

Responsibilities:

- Onsite Waste Water Quality Assurance Program Coordinator
 - Reviews on-site wastewater permits and paperwork for completeness and accuracy;
 - Prepares and presents quality assurance findings to staff when found during paperwork review;
 - Using QA findings recommends training needs to onsite waste water supervisor;
 - Acts as a consultant to other environmental health specialists, to contractors, and engineers both within and outside of the health department, and state agencies;
- Water Well Program Coordinator
 - quality assurance review of all well permits that are issued by staff
 - review of all water sample results and issuance of all water sample reports to the public
 - Lead person responsible for operating the downhole well camera and providing training to staff to use the downhole well camera
 - Assist in keeping the county's well regulations up to date
 - Supervise staff in the technical aspects of this program

Qualifications:

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Honesty - Ability to be truthful, maintain high level of confidentiality and be seen as credible in the workplace.
- Integrity – Trustworthiness to a degree that one is incapable of being false to a trust, responsibility or pledge
- Judgment – Ability to use good judgment and discretion as it relates to following policies and procedures.
- Safety-Minded – Creating a safe work environment; managing risks;
- Teamwork – Ability to work with others successfully and productively for the common cause and desired end goal.
- **Skills and Abilities:** Ability to communicate effectively with professional and administrative personnel; exercise judgment and discretion in applying and interpreting policies and procedures. Considerable knowledge of environmental laws, rules, and procedures, as well as an understanding of the concepts of public health law. Knowledge in microbiology, biology, chemistry, food science, epidemiology, and other physical and earth sciences. General knowledge of the responsibilities of other agencies relating to environmental health and community resources. Considerable knowledge of communicable diseases, vector control, solid waste management, and protection of water supplies. Working under the Onsite Wastewater supervisor, this position coordinates the Onsite Well Water and Quality Assurance programs and as such requires extensive knowledge



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Public's Health in Alamance County**

in area of specialty. Ability to analyze and comprehend a wide variety of technical and administrative regulations, records, and reports. Ability to motivate and educate business and property owners and the consuming public in matters related to protecting and promoting public health. Must be able to periodically lift heavy objects, walk over rough terrain, and maneuver in close surroundings. Must be proficient in both written and oral communications. Ability to independently plan and schedule work activities and perform assignments. Ability to coordinate work in a specialized program. Ability to plan and implement education programs. Ability to work with others in solving the more complex environmental problems. Knowledge and ability to use personal computer in a Windows and Web Based Environment and experience with Geographic Information Systems and related software.

- **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:** Graduation from a four-year college or university with 30 semester hours of course work in the physical or biological sciences and two years of experience in environmental health; or a four-year or Master Degree in environmental health from a program which is accredited by the National Environmental Health Association and one year of experience in environmental health.
- **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS FOR A TRAINEE APPOINTMENT:** Four-year degree with a minimum of 30 semester hours of coursework in the physical and biological sciences. Currently registered as an Environmental Health Specialist by the North Carolina State Board of Environmental Health Specialist Examiners. Two years of experience at the Environmental Health Specialist level in a health department.
- **NECESSARY SPECIAL QUALIFICATION/REQUIREMENTS:** Registration as an Environmental Health Specialist by the N.C. State Board of Environmental Health Specialist Examiners. **Must be authorized in Onsite Wastewater with the State of North Carolina.**
- Valid driver's license with driving record evaluation suitable for driving county owned vehicles.
- **PREFERRED QUALIFICATIONS:** Fluent in Spanish and English languages in both oral and written form.
- **APPLICATION PROCESS:** Visit www.alamance-nc.com, click "Online Services" then select "Jobs." Click on the specified job title to view the announcement and click "Apply Now" to submit an online application. Call (336) 570-4034 for questions or if unable to apply online.
- **SELECTION PROCESS:** Selection will be by structured interview. Applications will be reviewed to select the best-qualified applicants for admission to interview.
- **PHYSICAL DEMANDS:**
- **N (Not Applicable)** Activity is not applicable to this position.
- **O (Occasionally)** Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- **F (Frequently)** Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- **C (Constantly)** Position requires this activity more than 66% of the time (5.5+ hrs/day)
- **Physical Demands**
- Stand C
- Walk C
- Sit O
- Manually Manipulate F
- Reach Outward F
- Reach Above Shoulder O
- Climb F
- Crawl O
- Squat or Kneel F
- Bend F
- **Lift/Carry**
- 10 lbs or less F
- 11-20 lbs. F
- 21-50 lbs. F
- 51-100 lbs. O
- Over 100 lbs. N

Push/Pull

- 12 lbs or less F
13-25 lbs. F
26-40 lbs. F
41-100 lbs. O