



## **Registered Environmental Health Specialist - Onsite Water Protection**

### ***The Job***

Carteret County Government is seeking a **Registered Environmental Health Specialist** to join the Health Department. Are you currently registered as an Environmental Health Specialist in North Carolina? Do you currently hold a valid Onsite Wastewater Authorization/Delegation of Authority? Then, the **Environmental Health Specialist** role may be your next career move!

### ***The Location***

Office location is Morehead City, NC.

### ***The Details***

Full salary range is \$64,080 - \$89,000 (**NOTE - Salary will be based on overall qualifications, experience & education.**)

**Must be a NC Registered Environmental Health Specialist with an Onsite Wastewater Authorization/Delegation of Authority.**

Posting expires 2/15/2026.

REQUIRED - Must complete pre-employment screenings including criminal background check, fingerprint background, drug test, motor vehicle report & education screening (if applicable). Offers of employment are conditional on acceptable results.

Full-time with benefits including paid medical, dental, vision and life insurance; retirement and 401(k) plans; and, paid sick, vacation and holiday leave.

Apply online at <https://carteretcountync.gov> and click on the Employment link.

## ***The Job Description***

### General Statement of Duties

Performs intermediate technical work enforcing environmental health laws, rules, and regulations, in the areas of Onsite Wastewater, Drinking Water Wells and the Public Swimming Pools Program.

### Distinguishing Features of the Class

An employee in this class is responsible for enforcing environmental health laws, rules, and regulations for the Onsite Wastewater, Drinking Water Wells and Public Swimming Pools programs within the Environmental Health Division. Work includes ensuring compliance with Federal, State, and local laws, rules, and regulations, performing inspections, site evaluations and issuing permits, and providing assistance to the public. The employee is responsible for preparing and maintaining files and records, and preparing reports. Employees may work as specialists in a single environmental health program with some additional responsibility in other programs, or may work as a generalist with responsibility in a variety of programs. Work is performed under the moderate supervision of the Environmental Health Supervisor over the Onsite Water Protection Unit and is evaluated by a review of records and reports, discussions, citizen feedback, observation, successful completion of required trainings, and overall quality of work.

### Duties and Responsibilities

#### Essential Duties and Tasks

- Conduct site evaluations to determine soil suitability for proposed wastewater treatment systems to serve single family homes, multi-family homes, businesses, mobile home parks, campgrounds and subdivisions. Design conventional and alternative wastewater treatment systems and issue permits for sites that are found to be suitable.
- Inspect wastewater systems installations to ensure compliance with laws and rules, improvement permit specifications and engineered plans.
- Sites and issues permits for new and replacement drinking water wells. Inspects well grouting and wellhead construction.
- Collects water samples for bacteriological, chemical, petroleum, or pesticide analysis.
- Conducts inspections and issues annual operation permits for public swimming pools.
- Receives and investigates complaints; takes appropriate action.

- Develops and/or provides educational materials, classes, and information for citizens regarding wastewater systems, wells, and any other issues pertinent to environmental health.
- Prepares reports and other types of correspondence to document activities and phone calls; prepares and maintains adequate files and records relating to site evaluations and associated permit issuance or denial.
- Continues professional education through professional meetings, SOP courses, and current scientific or technological publications.
- May also perform duties in the Tattoos Program, if necessitated by departmental workload and a delegation obtained from NC DHHS-DPH.

#### Additional Job Duties

- Any other duty as necessary, including assisting with any public health emergency including but not limited to natural disasters, man-made disasters, influenza pandemics (e.g. H1N1) or other outbreaks of communicable diseases, to ensure the efficiency of the Health Department.

#### Recruitment and Selection Guidelines

##### Knowledge, Skills and Abilities

- General knowledge of County and department policies and procedures.
- General knowledge of the theories, principles, and practices of environmental and public health.
- General knowledge of septic, water, food handling, and related sanitation practices.
- General knowledge in reading and interpreting architectural drawings and engineering schematics.
- General knowledge of applicable local, Federal, and State laws, rules, and regulations.
- General knowledge of applicable, guides, handbooks, and manuals.
- General knowledge in preparing reports and other types of correspondence.
- General knowledge in the use of the equipment required for the position.
- General knowledge of the social, economic, and environmental factors affecting the population served.
- General knowledge in the use of standard office equipment and associated software (e.g. Connect Explorer and GIS, Trimble GPS, CDP, etc.).
- Ability to solve problems within scope of responsibility.
- Ability to make arithmetic computations using whole numbers, fractions, and decimals.
- Ability to compute rates, ratios, and percentages.
- Ability to use formulas found in rules and regulations.
- Ability to make geometric calculations.
- Ability to communicate effectively in oral and written form.
- Ability to understand and carry out oral and written instructions.

- Ability to establish and maintain effective working relationships with County officials, engineers, architects, developers, building inspectors, contractors, government officials, State agencies, associates, and the general public.

#### Physical Requirements

- Work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force, and occasional exertion of up to 50 pounds of force to move objects.
- Work regularly requires sitting, standing, walking, and using hands to finger, handle or feel, frequently requires reaching with hands and arms, speaking or hearing, stooping, kneeling, crouching, or crawling, and occasionally requires climbing or balancing, pushing or pulling, lifting, and repetitive motions.
- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, and peripheral vision.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment, and observing general surroundings and activities.
- Work occasionally requires exposure to wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes and airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration, and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment, and occasional exposure to insects and animals.
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

#### Desirable Education and Experience

Graduation from a four-year college or university with a degree in environmental health, biology, or related field to include 30 hours of physical or biology science courses. Preference will be given to applicants who meet these minimum requirements and have additional related experience.

\*Applicants will be required to submit a copy of their college transcripts with

application. \*

#### Special Requirements

Register as an Environmental Health Specialist with the NC Board of Environmental Health Specialist Examiners, as required by Chapter 90A of the General Statutes of North Carolina upon hire.

Complete Centralized Intern Training program with an acceptable timeframe.

Obtain ICS 100, 200, 700, and 800 certifications within six months of hire.

Complete Cultural Diversity and OSHA training within six months of hire.

Complete SOP course in Environmental Health Law within four years of hire.

Pass Registered Environmental Health Specialist exam within three years of hire.

Complete a minimum of fifteen hours of approved continuing education annually.

Valid North Carolina driver's license.