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| **Position #**  | **Position NAmE:****Environmental Health Program Specialist** | **Department: Environmental Services, Environmental Health Divison**  |
| **Hiring Salary Range:** $39,659 to $59,489 | **Pay Grade:** 70, Non-Exempt, Fulltime |
| **Work Schedule/Requirements:** Generally Monday-Friday 8am to 5pm, occasional evenings and weekends. |
| **Primary job function and duties:** Professional environmental health work in the promotion of public health through education, surveillance, consultation, inspection, and enforcement of state, local, and federal environmental health laws and regulations. Employee may work as generalists with responsibility in a variety of environmental health programs, or as specialists with the majority of time spent in a single program area with some additional responsibility in other programs. Examples for work include: Inspecting food and lodging establishments including restaurants, meat markets, schools, daycares, boarding homes, trailer parks, hospitals, motels, nursing and rest homes, tattoo parlors, and other establishments with facilities affecting the public's health; determining sanitation grade for those facilities in keeping with state regulations; issuing permits to food and lodging establishments; inspecting septic tank installations and potential septic tank sites; soil analysis; investigating complaints relating to septic systems, wells, odors, food complaints involving restaurants; investigating problems concerning faulty well water supplies; collecting well water samples for bacterial and/or chemical analysis; inspecting and classifies migrant labor camps, local confinement facilities, foster homes, and day care facilities; conducting lead investigations/assessments of lead hazards. Assists in the training of new Environmental Health Specialists as needed. Perform other duties as assigned. **Supervised by:** Environmental Services Director**Minimum Qualifications:** * Bachelor's Degree from an accredited college or university in Environmental Health or related field (containing 30 hours of Physical or Biological Science).
* Two years experience in environmental health or a closely related field.
* Currently registered as an Environmental Health Specialist by the N.C. State Board of Registered Environmental Health Specialist Examiners.
* Valid Driver’s License.
* Able to analyze and comprehend a wide variety of technical and administrative regulations, records, and reports. Record information, balance figures, and arrange/place records, reports and files into proper sequence.
* Able to exercise sound judgment and deal tactfully with a wide range of public contacts while enforcing public health laws and regulations, and to motivate and educate business and property owners and the consuming public in matters related to protecting and promoting public health.
* Able to develop and express ideas and opinions concisely, comprehensively, and clearly in oral and written form, including presenting formal environmental health training programs.
* Able to independently plan and schedule work activities.
* Able to apply environmental health knowledge and techniques in the investigation of environmental health problems.
* Able to operate office machines such as computer, copier, FAX, and scanner.
* Physical Requirements: able to stand, sit, climb, walk, bend, stoop, and lift up to 25 pounds on a regular basis (occasionally moving larger items that may weigh up to 35 lbs.). Able to operate in tight space (crawl space, attic, service areas, etc.).
* Able to work in varying environmental conditions including heat, rough terrain, cold, rain, dirt, etc.

**Preferred Qualifications:** * Experience working as an Environmental Health Specialist.
* Currently hold state authorizations in two or more areas.
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| **Special Notes Concerning This Position:** Requires occasional evening and weekend work.  |