



## Scotland County Health Department

<b>Job Title:</b>	Environmental Health Specialist	<b>Job Category:</b>	Public Health
<b>Present Classification:</b>	Environmental Health Specialist	<b>Req#:</b>	00343
<b>Department:</b>	Health Administration	<b>Travel Required:</b>	Not applicable
<b>Location:</b>	Scotland County Health Department Laurinburg, NC	<b>Position Type:</b>	Full-time / Non-Exempt
<b>Minimum Rate - Starting Salary Range:</b>	\$37,404 - \$44,460 Annually	<b>Date Posted:</b>	2/19/2021
<b>HR Department Contact:</b>	Sharon Alford, IPMA-SCP	<b>Posting Expires:</b>	3/19/2021
<b>Job Posting URL:</b>	<a href="https://www.governmentjobs.com/careers/scotland">https://www.governmentjobs.com/careers/scotland</a>		

### HOW TO APPLY:

#### ONLINE APPLICATIONS:

Applicants must submit an unofficial copy of their college transcripts, both undergraduate and graduate level, with their application submission. Application submissions without unofficial college transcripts attached or submitted will be "incomplete"

### JOB DESCRIPTION

#### ROLE AND RESPONSIBILITIES

This position enforces state and local environmental health regulations. This position also performs professional environmental health work in the promotion of public health through education, surveillance, consultation, inspection and enforcement. This type of work requires a complete knowledge of a variety of material and physical sciences as a basis for enforcement, education and consultation roles.

#### FOOD SANITATION

- Inspect, grade and post grade cards at the following types of food handling establishments: (a) restaurants; (b) food stands; (c) temporary food establishments; (d) hospitals; (f) colleges; (g) rest homes; (h) motels and hotels; (i) jails; (j) day care centers – child and adult; (k) residential care centers; (l) summer camps; (m) school cafeterias – public and private; (n) seafood markets.
- Follow-up compliance visits between grading period to insure sanitation and at-request for complaints from public.
- Investigates complaints involving food handling sanitation or lack of compliance with Environmental Health Regulations.
- Conducts periodic Food Handler Schools for employees of food handling establishment to better educate them to the fundamental sanitary food service.
- Works with individuals, groups, or committees who have as their goal the establishment of a more meaningful food handler education program for the county and state.
- Pre-construction and pre-opening consultations with prospective owners of new food service establishments. Review blueprints and make recommendations as to building construction and types of equipment needed prior to issuing an operation permit.
- Investigate food borne disease outbreaks.
- Review and revise policy and procedures as needed.



#### **INSTITUTION SANITATION EXCLUSIVE OF FOOD SERVICE**

- Inspect, grade and make compliance visits to establishments that require inspections of facilities other than food services. These institutions include: (a) schools – private and public; (b) colleges; (c) hospitals; (d) jails; (e) rest homes and nursing homes; (f) hotels and motels; (g) day care centers - child and adult; (h) residential care; (i) summer camps; (j) swimming pools; and (k) tattoo artists.
- An inspection of these establishments would vary according to the needs and purposes of the institution where appropriate and inspection would be made to insure sanitary conditions in living and sleeping quarters, recreation areas, storage areas, and the general condition of the premises. In the cases of hotels and motels, private and public schools and colleges, a different inspection form is used from that of the food service part of the institution. In the other institution, the non-food handling part of the inspections is included on the same grade sheet as food handling.
- Institutions have private water and sewage systems: (a) Periodic water samples are taken for laboratory analysis to insure quality; (b) Sewage systems are inspected to insure sanitary compliance.

#### **SEWAGE DISPOSAL**

- Collect application forms for new sewage systems.
- Make soil analysis to determine soil suitability for new sewage system.
- Determine size and location of new sewage systems.
- After soil suitability has been determined, issue improvements permit and construction authorizations to new systems, to repair older systems, and to mobile homes being moved to parks or to other approved areas.
- Inspect newly installed septic tank systems or approved outside privies. Issue operation permits if work is complete and approved.
- Conduct routine sewage surveys to insure no problem areas exist.
- Conduct water and sewage surveys on "for sale" homes as requested by banks or loan institutions.
- Investigates sewage complaints by public. Secure needed corrections if problems exist.
- Be available to all who have sewage related problems or questions.

#### **WATER SUPPLIES**

- Collect application forms for new well construction.
- Make site visits to locate wells at safe distances from any potential source of contamination.
- Issue well permits for new well construction.
- Inspect grouting of new wells; forms of concrete slab; well tags and sample tap installation.
- Collection of water samples for laboratory analysis.
- Address public's concerns about water safety or other problems.

#### **SWIMMING POOL INSPECTIONS**

- Issue swimming pool operation permits.
- Work with pool operators on new State Swimming Pool Regulations.
- Make routine inspections of swimming pools and spas testing for: chemical and pH balance, cleanliness and clarity.
- Inspect equipment to determine adequacy and efficiency.
- Inspect pool area for cleanliness and neatness.
- Insure that all safety and rescue equipment is in its proper place.
- Be available to pool operators when needed.



#### **OTHER SANITATION ACTIVITIES**

- Inspect mobile home parks.
- Lead Abatement program.
- Inspect impounded waters that have a potential to threaten underground water supplies.
- Investigate insect and rodent complaints, Make recommendations to the proper control and eradication of pests. Capture and send specimens to laboratory for identification when required.
- Investigate and report to responsible authorities any misuse or spillage of hazardous materials.
- Investigate complaints not covered under other headings.
- Work with building inspector on approving residential or industrial sites requiring individual septic tank systems.
- Work with representatives from various state agencies, which include, but are not limited to: Resource Conservation Services, Agriculture Departments, Food and Drug, Septage Management, Natural Resource and Community Development, Solid Waste and Public Water Supply Branch.
- Assist nurses and other health department personnel when requested.
- Attend profession and staff meetings.
- Member of Epidemiology Team.
- Assist with Emergency Response Team when requested.

#### **MOSQUITO CONTROL PROGRAM**

- Enforces Mosquito Control Rules developed by the Scotland County Board of Health.
- Takes the appropriate court action to prosecute as a Public Health Law violator when complaints are investigated and citizens are non-compliant.
- Visits citizens that have mosquito control concerns to introduce larvicide or gambusia fish into the environment as appropriate.
- Implements mosquito control policies and procedures to include mosquito-landing counts prior to the introduction of adulticide spraying or larviciding into any high density mosquito populated environment.

#### **REQUIRED TASKS FOR MOSQUITO CONTROL**

- Take citizen complaint or concern related to mosquito control and complete required paper work.
- Make visits to site to evaluate the situation whether a complaint or citizen requesting assistance with mosquito problems.
- If visit is complaint drive, educate the property owner regarding the Board of Health Mosquito Control rules and 72 hours' compliance requirement.
- If visit is a citizen concern, evaluate situation and offer alternatives such as Gambusia fish or larvicide doughnuts.
- If complaint suggests high mosquito activity, do mosquito-landing count and follow policy and procedure in regards to recommendation for spraying.

#### **CLERICAL DUTIES**

- Maintains sufficient office time to allow for consultations, receiving applications for permits, issuing permits, and attending to the sundry needs of the general public.
- Written and telephone correspondence.
- Routine office work – filing permits, grade sheets, records and other clerical duties as may be deemed necessary in keeping the Environmental Health Section afloat.
- Making monthly reports.



#### **OTHER**

Completion of any assignments designated by the Health Director or his/her designee, or the Environmental Health Coordinator.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

Working knowledge of environmental health laws, rules, and procedures, as well as a complete understanding of the concepts of public health law. Practical knowledge of microbiology, biology, chemistry, food science, epidemiology, soil science, entomology, and basic engineering technology as applied to environmental health practices. General knowledge of community resources. Working knowledge of the responsibilities of other agencies involved in environmental health work. Working knowledge of the interrelationship between socio-economic factors and environmental health concerns. Working knowledge of the design of on-site waste water treatment systems, food sanitation, food borne diseases, communicable diseases, vector control, protection of water supplies, solid waste management, and institutional sanitation. Working knowledge of inspection methods and investigation techniques as applied in environmental health. Ability to analyze and comprehend a wide variety of technical and administrative regulations, records, and reports. Ability to exercise sound judgement and deal tactfully with a wide range of public contracts while enforcing public health laws and regulations. Ability to motivate and educate business and property owners and the consuming public in matters related to protecting and promoting public health. Ability to present formal environmental health training programs. Ability to develop and express ideas and opinions concisely, comprehensively, and clearly in oral and written form. Ability to independently plan and schedule work activities. Ability to apply environmental health knowledge and techniques in the investigation of environmental health problems.

#### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

Graduation from a four-year college or university with 30 semester of course work in the physical or biological sciences and two years of exposure in environmental health; or a four-year or Master's degree in environmental health from a program which is accredited by the National Accreditation Council for Environmental Health Curricula of the National Environmental Health Association and one year of experience in environmental health.

**NECESSARY SPECIAL QUALIFICATION-** APPROVAL FOR REGISTRATION AS A SANITARIAN OR REGISTRATION AS A SANITARIAN BY THE NORTH CAROLINA BOARD OF SANITARIAN EXAMINERS PRIOR TO EMPLOYMENT.

**ADMINISTERING THE TRAINEE APPOINTMENT-** APPOINTEES MUST BE ELIGIBLE FOR REGISTRATION AND APPLY FOR REGISTRATION AS A SANITARIAN INTERN WITHIN 60 DAYS OF EMPLOYMENT. EMPLOYEES MAY REMAIN REGISTERED AS A SANITARIAN INTERN UNTIL REGISTRATION AS A SANITARIAN OR UP TO THREE YEARS, WHICHEVER COMES FIRST.

ADDITIONAL REQUIREMENTS:

*Scotland County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*