



Position Announcement

Environmental Health Specialist

Clay County Government is seeking applicants for a full-time position at the Clay County Health Department. The primary purpose of this position is to provide inspections and plan review of food, lodging, institutions, child care, schools, public swimming pools, tattoo establishments and migrant housing, provide lot evaluations for placement on on-site wastewater systems, design of said septic system and issuance of permits, denials, or any permit action deemed necessary. A complete job description is available upon request.

Graduation from a four-year college or university with a minimum of 30 semester hours of coursework in the physical or biological sciences and two or more years of experience in the field of environmental health practice; or a four-year or Master's degree in environmental health from a program that is accredited by the National Environmental Health Science and Protection Accreditation Council and one year of experience in environmental health.

Applications are available on line at www.clayconc.com and submitted to Clay County Human Resources, PO Box 118, Hayesville, NC 28904. Closing Date: Open until filled.

The County's policy is to recruit, hire, train and promote individuals without regard to race, color, religion, sex, age, or national origin, political status or marital status. The County does not discriminate against anyone for any reason.



Clay County Government – Job Description Form

Job Title: ENVIRONMENTAL HEALTH SPECIALIST

Department: HEALTH DEPARTMENT

Reports to: ENVIRONMENTAL HEALTH SUPERVISOR

Grade Level:

☒ Full-time
☐ Part-time

☐ Exempt
☒ Nonexempt

Essential Duties and Responsibilities:

- Provide inspection of food handling and institutional establishments.
- Perform lot evaluations for placement of septic tank systems, design of said septic system and issuance of improvement permits.
- Perform lot evaluations for placement of private drinking water wells and the issuance of construction and completion permits.
- Provide testing of well and spring water and interpretation of results to the public. Instructions will be given to the owner to correct deficiencies and problems with water supplies.
- Involvement with protection of underground water supply as pertains to abandoned wells in conjunction with state agencies in water quality.
- Education of the public on environmental health subjects and food handling principles.
- Complete required reports to state department and internally for the local health department statistics.
- Attend continuing education programs to maintain and improve job performance.
- Inspect public swimming pools as well as tattoo establishments.
- Provide public information concerning radon and radon tests.
- Provide pest control consultation and intervention as indicated to protect public health.
- Investigate stream pollution and gray water complaints.
- Maintain compliance with all health department policies and procedures.

Education and/or Work Experience Requirements:

- Graduation from a four-year college or university with a minimum of 30 semester hours of coursework in the physical or biological sciences.
- Must be eligible to register as an Environmental Health Specialist Intern by the North Carolina State Board of Environmental Health Specialist Examiners.
- Must have a current driver's license.
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to work independently and to carry out assignments.

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards.
- Must be able to lift and carry up to 50 lbs.
- Must have excellent communication skills.