**PICKAWAY COUNTY PUBLIC HEALTH JOB DESCRIPTION:**

**Registered environmental Health Specialist**

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| **Civil Service Status:** | Classified |
| **Job Classification:** | Non-exempt |
| **FLSA Status:** | Full-time |
| **Reports to:** | Environmental Health Director |
| **Salary:** | REHS 1 $21.50-$26.88  REHS 2 $23.50-$29.38 (minimum 1 year experience) |
| **Typical Work Hours:** | 8 am to 4:30 p.m. Mon-Fri |
| **Work Time Accountability:** | Hours may vary. May require some weekend and evening work. |
| **Updated:** | September 18, 2024 |
| **BOH Approval Date:** | April XX, 2020 |

**POSITION OVERVIEW**

The Registered Environmental Health Specialist functions as a member of the Pickaway County Public Health (PCPH) Environmental Health team. The REHS may provide services in Food Safety, Sewage Treatment Systems, Private Water Systems, Vector Control, Nuisances, Pools, Campgrounds, Mobile Home Parks and/or any other environmental programs developed at PCPH.

**MINIMUM QUALIFICATIONS & CHARACTERISTICS**

* Valid Ohio driver’s license, proof of insurance and reliable transportation
* Ability to pass drug screening and background check
* Certificate of registration as a Registered Environmental Health Specialist issued by the Ohio State Board of Sanitarian Registration in accordance with Chapter 4736 of the Revised Code. Bachelor’s degree in environmental public health or equivalent.
* Must be able to have regular and reliable attendance
* Operate a motor vehicle as needed to perform the essential functions

**SKILLS/ABILITIES**

* Verbal and written communication skills
* Interpersonal, leadership, and organizational skills
* Creative and effective problem-solving skills
* Ability to accept constructive feedback and to work collaboratively with employees, management, and other stakeholders
* Proficiency with Microsoft Office Suite
* Ability to prepare meaningful, concise, and accurate reports
* Ability to maintain confidentiality in accordance with laws and agency policies.

**ESSENTIAL POSITION FUNCTIONS**

* Conducts oneself with integrity, positive communication skills, and highly motivated work ethic AT ALL TIMES
* Delivers public health services to Pickaway County residents consistent with laws, regulations, general public health best practices and community needs
* Serves clients, stakeholders and staff regardless of their race, ethnicity, gender, sexual orientation and/or socioeconomic status
* Provides leadership to PCPH and Pickaway County residents as needed for EH and other public health issues
* Regularly expands one’s knowledge base of PCPH operations, the Pickaway County public’s health, and public health in general; inspires others to do the same; attends to workforce development of self
* Assures that work is communicated to the EH Director on a regular basis; serves as a subject matter expert speaker as needed with community partners, leaders and stakeholders
* Participates in Public Health Accreditation Board (PHAB) accreditation processes; may take the lead on one or more PHAB Domains or Standards as delegated
* Is an advocate and leader for public health in Pickaway County, Ohio

**POSITION TASKS**

*Not all-inclusive*

* Assures optimal functioning of PCPH’s EH programs including but not limited to Food Safety, Household Sewage Treatment Systems, Vector Control, Nuisances, Private Water Systems, Pools, Campgrounds, Mobile home Parks and any other environmental programs developed at PCPH
* Prepares documents and maintains records related to inspection and investigation activities (e.g., correspondence, permits, activity reports, mileage, investigation findings, etc.); updates records to ensure accuracy and completeness; ensures that departmental records are maintained in accordance with applicable policy and procedure
* Makes purchasing recommendations to the EH Director for equipment and services to be utilized in the EH Division
* Assures self-compliance with departmental policies, procedures, guidelines and plans; helps to update policies and procedures at the direction of the EH Director
* Assures work is appropriately documented and that records are maintained in compliance with the department’s and County’s records retention policies and procedures
* Participates regularly in departmental communication, camaraderie, transparency, learning and interdisciplinary collaboration
* Attends meetings, seminars, conferences and other job-related training sessions with permission of supervisor
* Receives and responds to questions from operators, officials, and the general public on food program issues; distributes educational materials; provides guidance and consultation on food service compliance issues; serves as a subject matter expert spokesperson for PCPH to the community and media as delegated
* Engages in PHAB accreditation processes; may take a lead in coordination services and documentation of a PHAB strategy or domain at the direction of the Health Commissioner
* Meets all job safety requirements and all applicable OSHA safety standards that pertain to EH Division functions
* Responds to public health emergencies in accordance with PCPH response plans using the incident command system (ICS); assumes a lead role on the ICS org chart as needed
* Represents PCPH to the community; speaks at community engagements and Board of Health meetings as needed
* Performs other duties as assigned to advance operations of PCPH and/or the health of Pickaway County residents

**WORKING CONDITIONS**

The typical work environment will consist of substantial fieldwork as well as an office setting. Various work sites could include uneven terrain, potential exposure to inclement weather, extreme temperatures, insects, wildlife, unpleasant smells or odors, excessive levels of dust and dirt or exposure to fumes, airborne particles, pesticides, toxins, raw sewage and other elements of outdoor work. The general office setting requires sedentary to light work which may include walking, climbing, reaching, and talking. Must be capable of lifting 30 pounds. The noise level in the work environment is usually quiet to moderate.

**SIGNATURES**

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*Registered Sanitarian II Employee Date Signed*

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*Supervisor Date Signed*