612 6th St., Suite D

Portsmouth, OH 45662

**P:** 740.355.8358

**F:** 740.354.8623

[schd@sciotocounty.net](mailto:schd@sciotocounty.net)

**Scioto County Health Department**

Job Description

**GENERAL INFORMATION:**

**Employee: Title: Environmental Health Specialist –**

**Retail Food Program (Full-Time)**

|  |  |
| --- | --- |
| **Department** | Scioto County Health Department – Environmental Health |
| **Work Hours** | 8:30 A.M. to 4:30 P.M. (One Hour Lunch) |
| **Department Days** | Monday through Friday (total of 40 hours per week); occasional weekend and evening hours. |
| **Immediate Supervisor** | Director of Environmental Health |
| **Date of Hire** |  |
| **Civil Service Examination** | None |
| **License/Certification Required** | Ohio Board of Sanitarians - Environmental Health Specialist |
| **Motor Vehicle License** | Ohio Bureau of Motor Vehicles |

**POSITION DEFINITION:**

Responsible for performing field inspections of licensed retail food establishments (RFE’s) and food service operations (FSO’s) to enforce the Ohio Uniform Food Safety Code, and to protect the health of the public. Work may also involve investigation of complaints, risk assessments, and screening of potential clients. Position may be reassigned to other programs within Environmental Health as operational needs warrant.

**ESSENTIAL FUNCTIONS:**

* Inspection and appropriate code enforcement of food service operations retail food establishments, and school inspections. Efficiently uses resources to mitigate health hazards.
* Document inspection records within the appropriate system (HDIS, files, correspondence, memoranda, reports and related materials).
* Train staff and operators as needed. Develops and provides educational programs and materials regarding safe food preparation, handling, and storage practices, other environmental health related practices.
* Consult with internal/external experts and agencies, including, but not limited to, the Ohio Department of Health and the Unites States Department of Agriculture, regarding food protection codes or practices or other environmental health and safety codes and practices.
* Attend mandatory staff meetings; attend CEU classes and maintain RS/Sit licensure.
* If position is reassigned, work may include inspections of swimming pools, camp grounds, body art establishments and other environmental health issues and complaints.
* During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

*An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employee may be expected to perform.)*

**PREFERRED QUALIFICATIONS:**

Bachelor’s Degree in Environmental Health or other science field.

**COMPETENCIES/KNOWLEDGE-SKILLS-ABILITIES:**

1. **Organizational Competencies**

All SCHD employees are expected to ensure that the Scioto County community is protected from disease and other public health threats, and to empower others to live healthier, safer lives. In addition, all SCHD are expected to meet specified competencies in the following areas:

* **Role During Emergency** - Demonstrate knowledge of one’s expected role(s) in organizational and community response plans activated during a disaster or public health emergency [Competencies for Disaster Medicine and Public Health, 2015]
* **Use IT** - Use information technology in accessing, collecting, analyzing, using, maintaining, and disseminating date and information [1A4, 1B4, 1C4]
* **Describe Strategic Priorities** - Describe agency’s strategic priorities, mission, and vision [PHWINS 2017] Work Exceeds Standards Ensure work meets or exceeds standards and identifies and implements ways to make job tasks or processes more efficient [NIH, retrieved 2018]
* **Recommend Solutions** - Identify problems and uses logic, judgment, and data to evaluate alternatives and recommend solutions to achieve the desired organizational goal or outcome [NIH, retrieved 2018]
* **Deliver Culturally Appropriate Service** - Deliver socially, culturally, and linguistically appropriate programs and customer service [PH WINS 2017]
* **Describe Diversity** - Describe the concept of diversity as it applies to individuals and populations (e.g., language, culture, values, socioeconomic status, geography, education, race, gender, age, ethnicity, sexual orientation, profession, religious affiliation, mental and physical abilities, historical experiences) [4A1, 4B1, 4C1]
* **Address Diversity** -Address the diversity of individuals and populations when implementing policies, programs, and services that affect the health of a community [4A5]
* **Collaborate with Partners** - Collaborate with community partners to improve health in a community (e.g., participate in committees, share data and information, connect people to resources) [5A5]
* **Improve Programs** - Provide input for developing, implementing, evaluating, and improving policies, programs, and services [5A7]
* **Motivate Colleagues** - Motivate colleagues for the purpose of achieving program and organizational goals (e.g., participating in teams, encouraging sharing of ideas, respecting different points of view) [7A11, 7B13, 7C13]
* **Use Performance Management** - Use performance management systems for program and organizational improvement (e.g., achieving performance objectives and targets, increasing efficiency, refining processes, meeting Healthy People objectives, sustaining accreditation) [7A14, 7B16, 7C16]
* **Incorporate Ethical Standards** - Incorporate ethical standards of practice (e.g., Public Health Code of Ethics) into all interactions with individuals, organizations, and communities [8A1, 8B1, 8C1]
* **Professional Development Participation** - Participate in professional development opportunities [8A7]
* **Maintain Performance** - Maintain performance and self-control under pressure or adversity [NIH, retrieved 2018]

1. **Job Specific Competencies** Descriptions of each competency can be found at:

<http://www.phf.org/resourcestools/Documents/competency_Assessment_Tier1_2014.pdf>

* Analytical /Assessment Skills (1A8)
* Policy Development/Program Planning Skills (2A5)
* Communication Skills (3A1, 3A2, 3A5)
* Cultural Competency Skills (4A1, 4A2, 4A3, 4A4, 4A5, 4A6)
* Community Dimensions of Practice Skills (5A1, 5A5, 5A6, 5A7, 5A9, 5A10)
* Public Health Sciences Skills (6A1, 6A2, 6A4, 6A5, 6A6, 6A8, 6A9)
* Financial Planning and Management Skills (7A3, 7A10)
* Leadership and Systems Thinking Skills (8A1, 8A3, 8A5, 8A6, 8A7)

1. **Professional Competencies** List professional competency(ies):

Registered Sanitarian (RS) will adhere to The Center for Disease Control and Prevention Environmental Health Performance standards found at: <http://www.cdc.gov/nceh/ehs/envphps/Docs/EnvPHPSv2.pdf>

* All internal environmental health checklists, policies and procedures for Scioto County Health Sanitarians and Sanitarians-In-Training.

**PHYSICAL WORK ENVIRONMENT:**

1. **Job Locations**: 612 6th St., Suite D, Portsmouth, OH 45662, in the field. Employee works both, inside in an office setting, and outside for sanitarian duties.
2. **Physical Activity**:

*[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):*

Climbing, reaching, standing, walking, pushing, pulling, lifting, touching, talking, hearing, repetitive motions, climbing up and down ladders.

Walking over uneven terrain to perform nuisance or building inspections.

Uses shovels and hand augers to excavate soil and hooks to remove septic tank

lids.

Crawling into crawl spaces or half basements of homes.

Bending, stooping and kneeling to inspect food service establishments, sewage treatment systems, water well construction sites, and other locations.

Ability to travel throughout the county to conduct inspections.

Ability to enter and access information using a computer.

Ability to carry and use inspection equipment such as computers, printers, shovels, and hand augers weighing up to 30 lbs. Handles household hazardous waste materials.

Works with hostile individuals during the course of investigative/enforcement functions.

Ability to work some after hours and weekends.

Ability to do some out-of-town over night or extended stay travel.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection promotional criteria.*

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

(Signature)

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

(Signature)