

**FREMONT COUNTY**  
**ENVIRONMENTAL HEALTH SPECIALIST – JOB DESCRIPTION**

**General Summary**

Under the supervision of the Agency Administrator, the Environmental Specialist promotes public health and ensures sanitary conditions by conducting skilled public health and environmental sanitation investigations and inspections in public and private facilities; does related work as required.

This is a professional position involving responsibility for the enforcement of various Federal, State and County laws, ordinances and regulations pertaining to a wide variety of areas in the field of health, safety and welfare. The employee must utilize initiative and good professional judgment under general direction. The employee will promote sanitary conditions, strictly enforce compliance with all applicable law and regulations, and at the same time maintain good public relations.

**Areas of Accountability**

- 1) Ensures compliance with applicable laws regarding:
  - Permitting and installation of private on-site sewage treatment and disposal systems
  - Permitting and installation of Private Water Wells
  - Conduct Grant-To-Counties Well Testing, Well Plugging and Well Rehabilitation activities
  - Investigate environmental health complaints
  - Conducts inspection of Septic Systems at time of resale upon request
- 2) Write detailed, comprehensive reports as appropriate for official use as deemed necessary; maintain detailed records regarding activities, issue official notices; recommend appropriate remedial action; testify as a witness in court proceedings; assist in grant writing; assist in writing amendments to the environmental sections of Fremont County Code.
- 3) Promote community awareness through public presentations, news releases, interviews, and development of printed promotional materials.
- 4) Conducts educational programs for contractors, operators and the public in various programs.
- 5) Attends workshops, conferences and seminars
- 6) Participates in planning activities to improve environmental health in Fremont Co.
- 7) Other duties as assigned

### **Knowledge, Skills and Abilities Required**

Individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities. Individual must meet the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the job.

- Ability to communicate effectively with persons from varying education and experience levels.
- Knowledge of environmental programs and services to effectively advise contractors, operators and the public in proper procedures and actions.
- Ability to utilize technological resources to maintain records and research information including the Code of Iowa and County ordinances.
- Ability to interact in an enforcement/regulatory capacity.
- Capacity to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form and solve practical problems
- Capacity to speak clearly and distinctly with confidence.

### **Entry Requirements**

A minimum of a two- year associates degree in a science or environment related field is preferred. This part time position will perform professional work in the environmental health programs of water quality and water supply, onsite wastewater, conducts inspections and evaluations; performs related work as required. Works with the general public to implement and enforce federal, state, and county codes and ordinances. Salary will be determined based on experience. Must possess a valid driver's license and maintain insurability in order to travel to inspection sites.

### **Work Environment**

Works in the office and travels to inspection sites, both indoors and outdoors. Work occasionally includes exposures to extreme temperatures, dusts and mechanical hazards.

\*This job description in no way states or implies that the description includes every duty to be performed the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as requested by the Agency Administrator.