

**Jefferson County
Position Description**

Position Title: Full Time Environmentalist

Department: Health

Reports To: Administrator, if Administrator absent the Assistant Administrator

Purpose of Position:

The purpose of this position is to perform a variety of duties relative to the environment of Jefferson County

Essential Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. May be asked to perform additional duties prescribed by the rules of the State Department and Local Board of Health under the general supervision of the Administrator and/or Local Health Officer.

- Receives, reports, and acts upon public environmental complaints
- Makes environmental inspections
- Reviews soil reports
- Reviews private sewage system designs
- Issues Septic Permits to approved designs and applications
- Inspects septic installations
- Approves or Denies Septic Permit Applications
- Performs inspections of retail and temporary food establishments
- Issues regular and temporary food permits
- Receives, reports, and acts upon all food establishment complaints
- Receives reports on all public pools
- Follows up on all unsatisfactory public pool complaints
- Maintains Pesticide Commercial Applicator License
- Collects mosquito pools for ISDH laboratory testing
- Sprays public venues for mosquito control
- Performs inspection of Tattoo and/or Body Piercing Establishments
- Issues Tattoo and/or Body Piercing Establishment permits
- Issues Tattoo Artist permits
- Maintain journal of all daily activities

Minimum Training and Experience Required to Perform Essential Job Functions:

High school graduate with 2 years environmental experience, or any combination of education and experience which provides the necessary knowledge, skill and abilities

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions:

Physical Requirements:

- Ability to operate a variety of environmental equipment
- Ability to operate a variety of office equipment.
- Ability to operate a motor vehicle and required to maintain a valid Indiana Driver's License.

Mathematical Ability:

- Ability to add, subtract, multiply, divide, calculate percentages, and measure data.

Language Ability and Interpersonal Communication:

- Ability to comprehend and interpret a variety of documents including forms, reports, guidelines, policy and procedure manuals, and State Board of Health guidelines and technical reference books.
- Ability to prepare a variety of documents including reports, letters, memos, and others using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to maintain accurate records and prepare detailed reports.
- Ability to give and receive information, explain procedures, maintain confidentiality of restricted information and follow instructions.
- Ability to communicate effectively with supervisor, office personnel, food service personnel, contractors, other County and State personnel, and the general public verbally and in writing.

Environmental Adaptability

- Ability to work in a busy office environment.
- Ability to provide counseling/education to a variety of different socioeconomic, racial, and ethnic groups.

Revised 6/2011