



Position Description

Canton City Public Health
FINAL

Position Title:	Environmental Health Specialist (Health Inspector II)	Position #:	855
Working Title:	(Environmental Health Specialist)	CS Status:	Classified
Division or Unit:	Environmental Health	Reports to:	Director of EH
Employment Status:	Full-time	Pay Grade:	R5
Funding Source:	Varies		
This position description was last approved by the Board of Health on:		December 15, 2021	
Approved last by the Canton Civil Service Commission:		January 20, 2022	

Position Summary: An individual of this classification provides consultation, instruction, investigation, inspection, evaluation, field sampling and testing, enforcement and technical or administrative duties requiring specialized knowledge and skills in the practice of environmental health science. Works closely with other internal divisions and external service providers to prevent the spread of disease, promote health and protect the public from harm. An individual of this classification works under the direction and supervision of the Director of Environmental Health or a Environmental Health Specialist of a higher classification. Actively participates in organizational quality improvement projects and other workgroups to advance the mission of the department.

- Essential Duties and Responsibilities:**
- 75%
 - Inspects, investigates, evaluates compliance with rules and regulations, documents work in various electronic systems in the following program areas: food protection, swimming pools and spas, schools, tattoo and body art, solid and infectious waste, nuisance control, vector control, indoor housing sanitation, air pollution, indoor air quality, lead hazard reduction, animal bites, private water systems, household sewage treatment systems, stormwater drainage and other environmental areas as needed.
 - Works with Environmental Health Specialist of a higher classification to enforce public health laws and rules, provide technical assistance and training to other staff, City employees, and the public.
 - 20%
 - Works with community and neighborhood groups to identify and mitigate public health hazards in the community.
 - Participates in various community coalitions to advance mission, vision, and values of Canton City Public Health and Environmental Health Division.
 - Participates on various workgroups and committees.
 - Researches public health issues and prepares written recommendations and summaries.
 - Maintains documentation per department policy.
 - Responds to public health emergencies.
 - Maintains credentials, skills, and training in the practice of environmental health science and technology.
 - 5% Other duties as assigned.

Other Duties and Responsibilities:

- Participates in setting department, division and personal goals and activities.
- Works cooperatively with other divisions as needed.

Minimum Qualifications:

- All candidates must have graduated from an accredited college or university with a Baccalaureate Degree in environmental science, electronics, mathematics, chemistry, physics, biology, physical sciences, public health or related field AND have obtained at least forty-five quarter units or thirty semester units of science courses approved by the Ohio Department of Health, Environmental Health Specialist Registration.
- Possess an active Environmental Health Specialist License from the Ohio Department of Health and willingness to maintain.
- Be willing and able to obtain and maintain EPA Commercial Applicator License (pest control).
- Must be computer proficient and able to work efficiently in a heavily computerized PC environment using various Microsoft Office and database applications, including web-based collaboration tools.
- Must have a valid Ohio driver's license with good driving record.

Preferred Qualifications:

- Certificates in National Incident Management System (NIMS) in the following emergency planning courses: ICS 100, ICS 200, ICS 300, ICS 400, ICS 700, ICS 800.
- Five years' experience as a Sanitarian/Environmental Health Specialist in the State of Ohio .
- Two years' experience as a program manager.
- Experience with PHAB Accreditation.
- Experience writing policies and procedures.

Minimum Credentials:

The following credentials must be acquired and maintained prior to initial hire:

- Valid Ohio driver's license with good driving record.
- Environmental Health Specialist (EHS) issued by the Ohio Department of Health.

The following credentials must be acquired and maintained after hiring within 12 months:

- Certificates in National Incident Management System (NIMS) emergency planning courses: ICS 100, ICS 200, ICS 300, ICS 400, ICS 700 and ICS 800.

Key Competencies:

The following Council on Linkages Core Competencies (Adopted June 2014) for this position include:

- Analytical and Assessment Skills: 1B1-1B15
- Policy Development and Program Planning Skills: 2B1-2B13

- Communication Skills: 3B1-3B8
- Cultural Competency Skills: 4B1-4B8
- Community Dimensions of Practice Skills: 5B1-5B11
- Public Health Sciences Skills: 6B1-6B10
- Financial Planning and Management Skills: 7B1-7B16
- Leadership and Systems Thinking Skills: 8B1-8B10

Canton City Public Health has adopted Organizational Competencies that all employees are expected to achieve, of which the following are for this position:

- Customer Focus: 1B1-1B4
- Accountability: 2B1-2B7
- Equity, Ethics and Fairness: 3B1-3B6
- Continuous Quality Improvement: 4B1- 4B7
- Occupational Health and Safety: 5B1-5B4
- Emergency Preparedness: 6B1-6B5

The following Professional Competencies from NEHA's Registered Environmental Specialist/Registered Environmental Health Specialist Exam

(<https://www.cdc.gov/nceh/ehs/corecomp/corecompetencies.htm>)

- Statutes and Regulations
- Food Protection
- Potable Water
- Wastewater
- Solid and Hazardous Waste
- Hazardous Materials
- Vectors, Pests, and Weeds
- Radiation Protection
- Occupational Safety and Health
- Air Quality and Noise
- Housing
- Institutions and Licensed Establishments
- Swimming Pools and Recreational Facilities
- Disaster Sanitation

**Work
Environment:**

- Daily work environment includes both general office setting (temperature controlled) and field setting (industrial, commercial, residential and outdoors in inclement weather and temperature extremes).
- Also includes driving a City vehicle to field destinations.
- All work requires mental focus, organizational skills, ability to meet critical deadlines and excellent communication skills, both written and verbal.
- Office setting includes sitting and viewing a computer screen long periods of time, standing or walking for long periods of time, walking on uneven surfaces.

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- Must have the ability to perform inspection duties in the field, both indoors and outdoors.
- Must have the following minimum abilities to perform these inspection duties: lift/hoist 40 pounds or more: carry field equipment; walk on uneven/unimproved surfaces for long periods of time; climb ladders and stairs; work at substantial heights; tolerance of extreme outdoor weather conditions.
- This position will require scheduling of duties at night, on weekends or other non-traditional work hours.
- Scheduling of duties may occur with less than 24 hours' notice.
- Work performed may be subject to challenging interactions with community members.
- Travel will be required to other area offices including the Ohio Department of Health, Ohio Department of Agriculture, Ohio Environmental Protection Agency and other trainings and meetings.
- Occasional, overnight, and out of state travel may be required.
- Reasonable accommodation in accordance with ADA Compliance will be made available to those who need it in order to achieve the above descriptions.

Approval: This position description was approved by the Board of Health on: **December 15, 2021**

Revision

History: Dates of prior approved versions: 01/12/2004, 03/22/2021

Employee Statement:

I hereby acknowledge that I have received a copy of this position description on this date.

Employee Signature

Date

Employee Printed Name