



Position Description

Position Title:	Environmental Health Specialist in Training (Health Inspector I)		Position #:	885
Working Title:	Environmental Health Specialist in Training		CS Status:	Classified
Division or Unit:	Environmental Health		Reports to:	Director of Environmental Health
Employment Status:	Full Time	Pay Grade:	R4	FLSA Status: Exempt
Funding Source:	Various			
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% Conducts inspections, evaluates compliance with rules and regulations, documents work in various electronic systems in the following areas: food protection, swimming pools, schools, tattoo and body art, solid and infectious waste, and others. Investigation of potential public health problems in the areas of nuisance control, vector control, food safety, swimming pools, housing, air pollution, indoor air quality, lead poisoning control, and other environmental areas. Works with Environmental Health Specialist of a higher classification to enforce public health laws and rules.

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 of department. Works in various workgroups and committees in department. Researches public health issues and prepares written recommendations and summaries. Maintains documentation per department policy. Responds to public health emergencies. Maintains skills and training in the practice of environmental health science.

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 in Training Registration.

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- A transcript of college grades must be submitted with the application.
- Possess an active Environmental Health Specialist in Training (EHSIT) registration from the Ohio Department of Health.
- 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.

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 in Training (EHSIT) 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, ICS 800.

The following credentials must be acquired and maintained within 3 years of hiring:

- Registered Environmental Health Specialist issued by the Ohio Department of Health.

Key Competencies:

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

- Analytical and Assessment Skills: 1A1, 1A3, 1A4, 1A11, 1A12, 1A13.
- Policy Development and Program Planning Skills: 2A1, 2A2, 2A3, 2A4, 2A5, 2A6, 2A7, 2A8, 2A9, 2A10, 2A11, 2A12.
- Communication Skills: 3A1, 3A2, 3A3, 3A4, 3A5, 3A6, 3A7, 3A8.
- Cultural Competency Skills: 4A1, 4A2, 4A3, 4A4, 4A5, 4A6, 4A7
- Community Dimensions of Practice Skills: 5A1, 5A2, 5A3, 5A4, 5A5,
- Public Health Sciences Skills: 6A1, 6A2, 6A3, 6A4, 6A6, 6A8, 6A9,
- Financial Planning and Management Skills: 7A1, 7A2, 7A3, 7A5, 7A7, 7A9, 7A10, 7A11, 7A12, 7A13, 7A14
- Leadership and Systems Thinking Skills: 8A1, 8A2, 8A3, 8A4, 8A6, 8A7, 8A8, 8A9

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: 1A1, 1A2, 1A3, 1A4, 1A5
- Accountability: 2A1, 2A2, 2A3, 2A4, 2A5, 2A7, 2A8
- Equity, Ethics and Fairness: 3A1, 3A2, 3A3, 3A4, 3A5
- Continuous Quality Improvement: 4A1, 4A2, 4A3, 4A4, 4A5, 4A6
- Occupational Health and Safety: 5A1, 5A2, 5A3, 5A4, 5A6

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- Emergency Preparedness: 6A1, 6A2, 6A3

The following Professional Competencies from Technical Competencies Covered in NEHA's Registered Environmental Health Specialist Exam

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

apply to this position:

- 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 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 for long periods of time and viewing a computer screen for long periods of time; standing or walking for long period of time;
- Must have the ability to perform inspection duties in the field, both outdoors and indoors. Must have the following minimum abilities to perform these inspection duties: lift/hoist 30 lbs. or more; carry field equipment; walk on uneven/unimproved surfaces for long periods of time; climb ladders and stairs; work at substantial heights; and 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 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.



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

Revision History: Dates of prior approved versions: March 2009, June 24, 2019

Employee Statement:

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

Employee Signature

Date

Printed Name