



Position Description

Canton City Public Health
FINAL

Position Title:	Environmental Health Specialist (Health Inspector III)		Position #:	856	
Working Title:	Environmental Health Specialist (Health Inspector III)		CS Status:	Classified	
Division or Unit:	Environmental Health		Reports to:	Director of EH	
Employment Status:	Full-time	Pay Grade:	R6	FLSA Status:	Exempt
Funding Source:	Varies				
This position description was last approved by the Board of Health on:			March 28, 2022		
Approved last by the Canton Civil Service Commission:					

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 and may supervise the activities of subordinate employees and/or provide technical assistance and consultative services to other health department staff, other City employees, and the public. A person of this classification will be expected to participate in planning and be able to respond to various public health emergencies. Actively participates in organizational quality improvement projects and other workgroups to advance the mission of the department.

Essential Duties and Responsibilities:

- 30% Supervision: An individual of this classification works under general supervision and requires considerable knowledge of environmental health science; state, local, federal laws, and agency policies; rules and regulations pertaining to environmental health science issues. Supervises subordinate staff and functions in the Environmental Health Division including interviewing, orientation, training, meetings, performance evaluation, Canton City Public Health policies, processes, and procedures, revision/update of position descriptions, staff scheduling, set goals and deadlines and coordinate the work to ensure adherence to quality standards, deadlines, and proper procedures, proactively reviews work of subordinates to prevent errors, corrects errors or problems. Creates systematic guidance to be used by staff in enacting duties.
- 45% Operational Functions: 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.
- 20% Business Functions: Works with City Departments 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. Research 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, subordinates, 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 45 quarter or 30 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 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 application tools.
- Must have a valid Ohio driver's license with good driving record.
- Must have a minimum of three years of experience as an Environmental Health Specialist with Canton City Public Health or a minimum of five years of experience as an Environmental Health Specialist with another public health department.
- 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) registration issued by the Ohio Department of Health.
- The following credentials must be acquired and maintained. These credentials are not required upon initial hire but are required to be acquired 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.

Key Competencies:

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

- Analytical and Assessment Skills: 1C1, 1B2, 1B3, 1C4, 1B5, 1B6, 1B7, 1B8, 1B9, 1B10, 1C11, 1B12, 1B13, 1B14, 1B15.
- Policy Development and Program Planning Skills: : 2B1, 2B2, 2B3, 2B4, 2B5, 2B6, 2B7, 2B8, 2B9, 2B10, 2B11, 2B12, 2B13.
- Communication Skills: 3A1, 3B2, 3B3, 3B4, 3B5, 3B6, 3B7, 3B8.
- Cultural Competency Skills: 4B1, 4B2, 4A3, 4B4, 4A5, 4B6, 4B7, 4B8.
- Community Dimensions of Practice Skills: 5A1, 5A2, 5B3, 5B4, 5B5, 5B6, 5B7, 5B8, 5B9,

5B10, 5B11.

- Public Health Sciences Skills: 6A1, 6A2, 6B3, 6B4, 6B5, 6B6, 6A7, 6A8, 6A9.
- Financial Planning and Management Skills: 7A1, 7B2, 7A3, 7B4, 7B5, 7B6, 7B7, 7A8, 7A9, 7A10, 7B11, 7A12, 7B13, 7B14, 7B15, 7B16.
- Leadership and Systems Thinking Skills: 8B1, 8B2, 8B3, 8B4, 8A5, 8B6, 8B7, 8B8, 8B9.

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, 1B2, 1B3, 1B4, 1A5
- Accountability: All Tier 1 and Tier 2 competencies.
- Equity, Ethics and Fairness: All Tier 1 and Tier 2 competencies.
- Continuous Quality Improvement: All Tier 1 and Tier 2 competencies.
- Occupational Health and Safety: All Tier 1 and Tier 2 competencies.
- Emergency Preparedness: All Tier 1 and Tier 2 competencies.

The following Professional Competencies from NEHA's Registered Environmental Specialist/Registered Environmental Health Specialist Exam apply to this position: (<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 includes both general office setting (temperature controlled) and field setting (industrial, commercial, residential, and outdoors in inclement weather and temperature extremes). 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 for long periods of time, standing, or walking for long periods of time, walking on uneven surfaces. Must have the ability to perform inspection duties in the field, both indoors and outdoors. Must have 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

Position Description

conditions.

- This position will require scheduling of duties at night, on weekends, or other non-traditional work hours 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 Departments of Agriculture and Health, Ohio Environmental Protection Agency, and other trainings and meetings throughout the state.
- 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 to achieve the above descriptions.

Approval: This position description was approved by the Board of Health on: **March 28, 2022**

Revision History: Dates of prior approved versions: January 12, 2004

Employee Statement:

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

Employee Signature

Date

Printed Name