



## **WAYNE COUNTY JOB DESCRIPTION for HUMAN RESOURCES DEPARTMENT**

### **GENERAL WORK FUNCTIONS**

The position is to provide the implementation, evaluation, and maintenance of all activities performed by the Division of Environmental Health of the Wayne County Health Department. These programs include water, sewage, large/alternate systems, trailer parks, food, lodging, institutions, indoor air quality, limited food services, lead, swimming pools, tattoo parlors, communicable disease control, environmental education, migrant camps, basic sanitation, and vector control.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

- Inspect and permit sewage disposal systems for private lots as well as subdivisions, day cares, restaurants and businesses.
- Inspects food preparation facilities, lodging facilities, daycare, family care homes, hospitals, public swimming pools, tattoo parlors, nursing homes, and other institution as mandated by state law; consult with owners and/or managers regarding facilities and compliance with codes.
- Investigate various sites where children less than six years of age with elevated blood lead levels of 20ug/dl are exposed. Investigations are done to determine the source of lead exposure and identify lead poisoning hazard. The investigation is done jointly with nurses, regional environmental health specialist, medical doctors, the Division of Child Day Care Licensing, and other involved agencies.
- Responds to inquiries, whether in person, by telephone, or by written correspondence; explains department policies and procedures; investigates complaints; resolves problems. Evaluates sites for potable water well locations; obtain drinking water samples and report water samples results; and explain disinfection procedures for contaminated water supplies.
- Provide food handlers education to individuals preparing and handling food in foodservice establishments, rest homes, daycares, school cafeterias, etc.
- Prepare reports and correspondence related to the section activities as directed by the Environmental Health Director.
- Attends staff meetings, confers with supervisor and co-workers; has input into department policies and procedures; provide input into land development and/or ordinances; assist in training of new employees.
- Conducts community outreach to groups such as political and special interest groups and civic organizations as it relates to Environmental Health.
- Completes annual training that is mandated by the agency and the county, and completes any trainings as needed that are specific to role.
- Proficient in any databases required for the Environmental Health Program.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to take ownership and initiative, and work as a part of a team
- Thorough knowledge of North Carolina Public Health laws, processes, and procedures.
- Ability to establish and maintain working relationships between Environmental Health staff.
- Thorough knowledge of equipment that is required for use in Environmental Health.

### **ADDITIONAL JOB FUNCTIONS**

- Performs other related work as required.

**MINIMUM TRAINING AND EXPERIENCE****Minimum:**

- Bachelor of Science degree in Environmental Health or Bachelor of Science degree with 30 hours of biology or physical science. Master's degree in related area preferred. Three years of experience in professional Environmental Health work at the Environmental Health Specialist level or above, in a health department setting, with one year in administrative, management/supervisory capacity.

**Equivalent & Additional Training/Experience: N/A****Required Licensure or Certification:**

- Registration as an Environmental Health Specialist by the NC State Board of Environmental Health Specialist and a valid NC Driver's License.

**MINIMUM STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of office machines, tools and equipment, such as a computer, printer, copy machine, fax machine, charge card machine, calculator, or telephone. Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Language Ability:** Requires the ability to read a variety of informational and technical documentation, directions, instructions, and methods and procedures. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Physical Communication:** Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

**I have read and understand the nature of this position and the required duties described. I understand this is not an exhaustive list of duties that may be asked of me in this position. I am capable and willing to perform these duties.**

**\*This position is designated safety-sensitive and is subject to random drug screenings.**

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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