

Wapello County Board of Health
108 East Main Street
Ottumwa, Iowa 52501-2910
Phone: (641) 682-5434 Fax: (641) 682-2245
Office Hours: Mon-Fri 8:00-4:30
Email: wcph@wapellocounty.org

Environmental Health Specialist/Sanitarian Job Description

JOB SUMMARY:

An Environmental Health Specialist/Sanitarian performs inspections or responds to requests for technical assistance in a variety of programs which protect the health of the public that includes but is not limited to water quality, air quality, onsite wastewater management, solid waste management, and food safety.

SUPERVISION:

The Environmental Health Specialist/Sanitarian will work under the authority of the Wapello County Board of Health.

JOB RESPONSIBILITIES:

Responsible for the design/approval of septic system plans for alteration and/or construction.

Inspects new wells and/or disposal systems to determine installation was done according to state and county regulations.

Oversee septic systems at “time of transfer” to determine if system meets state and county regulations.

Oversee abandoned well plugging to ensure state and county regulations are followed.

Investigates complaints from the public for Wapello County pertaining to alleged violations of sanitation laws, rules, and regulations, to determine whether complaints are justified outside the city limits. Accurately completes permit forms with detailed documentation and files paper work timely.

Responsible for financial and administrative matters with the State Contract.

Attends required number of hours of continuing education per year as required and approved by the Iowa Environmental Health Association, Environmental Health Registry, or equivalent.

Other duties as deemed by the Board of Health.

Verify Time of Transfer inspections are accurate.

Private Wells Funding over site for filling wells and data entry for reimbursement.

Partner with City Municipalities when there are conflicting lines of sanitary sewer vs. septic systems.

Work with the recorder's office with deeds when there is a discrepancy on the Ground Water Hazard Statement (GWHS) or exemptions they mark.

Develop and implements policies regarding environmental health program.

Coordination of environmental reports for the Wapello County Board of Health Meetings.

Responsible for making sure that all conditions and performance measures are completed as required by grants. This also includes attending meetings related by contract conditions.

Responsible for identifying and development of new funding sources for the agency for activities required.

Oversee all audits- (county, *state*, and etc.)

Participates in professional activities (i.e. continuing education, research as appropriate, *National Incident Management Systems (NIMS)/Incident Command System (ICS) 100-200, 700, recommended Public Information Official (PIO)*).

Ability to exercise independent judgment.

Personality which shows aptness in establishing and maintaining effective working relationships with coworkers and representatives of other agencies. Must show evidence of aptness and interest in teaching, planning, and evaluation. Must be able to present problems and express self well before groups and individuals.

Demonstrate critical thinking skills.

KNOWLEDGE SKILLS, PHYSICAL, AND MENTAL ABILITIES REQUIRED TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

Bachelor's degree with major coursework on public health, natural science, or a closely related field, or two years' experience in environmental health or sanitation, and training through technical workshops presented by the Iowa Health and Human Services.

Motor vehicle operator's license

Proof of vehicle insurance per Wapello County Policy

TYPICAL PHYSICAL DEMANDS:

Ability to physically carry out the various aspects of the job, including:

- A. Ability to withstand exposure to all kinds of weather.
- B. Ability to tolerate driving in rain, snow, or on icy roads.
- C. Ability to walk at least 3 blocks in all kinds of weather, in deep snow, on all terrains (hills, country lanes, etc.)
- D. Ability to climb at least 3 flights of stairs which may be outside fire-escape stairs.
- E. Ability to maintain visual acuity at the level necessary to be able to read standard typewriter-size print and a variety of handwriting.
- F. Ability to speak distinctly and verbally present ideas in an organized fashion.
- G. Ability to maintain auditory acuity in order to be able to converse on the telephone or in person with people speaking in normal conversational tones.
- H. Ability to maintain arm, hand and finger dexterity to be able to write, *type on computer keyboard.*
- I. *Ability wear an NIOSH-95 mask/surgical mask for long periods of time.*
- J. *Requires occasional exposure to toxic substance and other conditions such as occasional exposure to pests (such as: rodents, cockroaches, snakes and etc.), domestic animals (such as: cats that scratch and dogs that bite), and other adverse environmental conditions.*
- K. Ability to climb in and out of pits for tank inspection.
- L. Ability to exert pressure on probe to check gravel and sand depths.
- M. Ability to traverse and rough terrain and into remote areas.

Salary range-

(\$50,000-\$56,000) Not recognized by Board of Supervisors

EQUAL OPPORTUNITY EMPLOYMENT:

The Wapello County Public Health/Governing Body is an Equal Opportunity Employer. No person, on the ground of race, color, national origin, sex, age, religion, creed or physical disability will be excluded from consideration of employment. This policy relates to all phases of employment; job application procedure, the hiring, advancement, discharge of employees, employee compensation, job training and other terms, conditions and privileges of employment.

ENVIRONMENTAL ADAPTATION:

I have read the Job Description, had questions answered to my satisfaction during the interview and I wish to comply with this agencies policy and procedure understanding that failure to do so can lead to termination.

Employee's Signature

Date

Chair, Wapello County Board of Health

Date

Wapello County Board of Health is an Equal Opportunity Employer in compliance with the American with Disabilities Act.

04/01/2024