



POSITION DESCRIPTION FORM

OFFICE OF STATE PERSONNEL

Name of Employee	Present Classification Title Environmental Health Specialist, REHS
Present 15 Digit Position Number/Proposed Number	Usual Working Title of Position Environmental Health Specialist, REHS
Department, University, Commission or Agency Toe River Health District	Institution & Division Avery County Health Department
Street Address, City and County 545 Schultz Circle Newland, NC 28657	Section & Unit Environmental Health
Location of Workplace Bldg. And Room Number Avery County Health Department	Supervisor's Position Title & Number Health Director
Name of Immediate Supervisor Diane Creek	Work Hours (8:00-5:00pm, etc.) 8:00am-4:30pm
Work Schedule (<i>Mon-Fri, rotating shifts, etc.</i>) Monday-Friday	
<p>Primary Purpose of the Organizational Unit</p> <p>The Toe River Health District's mission is to assure the conditions necessary for the residents of our service area to be healthy. To achieve this end, the District operates local health departments in each of its three counties, Avery, Mitchell and Yancey. The local health departments accomplish the mission through an organized community effort focusing on: health promotion, disease prevention, education and awareness, access to and provision of quality care and careful stewardship of public funds.</p> <p>Primary Purpose of the Position</p> <p>This is professional environmental health work in the promotion and protection of public health through education, surveillance, consultation, inspection, and enforcement of state and local environmental health laws, rules, and regulations. Employees work with responsibility in a variety of environmental health programs, or as specialists with the majority of time spent in a single program area with some additional responsibility in other programs. Work may include assisting in the training of new Environmental Health (EH) Program Specialists. Employees typically consult with other EH Specialists or the Environmental Health Supervisor on more complex issues.</p> <p>The position includes access to electronic Protected Health Information (ePHI). Level of access to ePHI is determined by the job description and is set by the staff assigned to administer the specific software program that includes ePHI.</p> <p>Work Schedule:</p> <p>This position is exempt from NC wage and hour regulation. Scheduled work hours are 8:00 a.m.-4:30 p.m. Monday through Friday. Work is sometimes required outside these hours for inspection of establishments operating after 4:30, investigation of situations posing a hazard to public health (such as an animal bite or a suspected food poisoning outbreak), inspection/permitting of Temporary Food Establishments at mass gatherings or other special events, inspection/permitting of Limited Foodservice Establishments (such as Concession Stands at amateur athletic events), finishing well grouting or final septic inspections that began during regular working hours.</p>	
	<p>Description of Work: <i>Describe the purpose of the job, and the major functions in which the employee participates or for which the employee is responsible. In the small left-hand column, indicate the percent of time</i></p>

the employee spends in each functional element. The percentage amounts should add up to 100%. In addition, please place a () next to each essential duty/function.*

Description of Work: *(continued)*

80% **On-Site Sewage Program:**

The primary responsibilities are to oversee and regulate the design and installation of on-site sewage systems. These duties fall into four main categories: (1) Site evaluation and issuance of improvements permits, (2) inspection of newly installed septic systems/ issuance of completion permits, (3) investigation and resolution of complaints, and (4) inspection of pre-existing septic systems.

5% **Water Supply Program:**

The primary responsibilities are to insure that the location, construction and repair of private water supply wells and abandonment of wells conform to standards as to protect the public's health as well as the groundwater resources. These duties fall into four main categories: (1) Siting the well before drilling begins to insure that all applicable setbacks can be met from potential sources of contamination. (2) Inspection of the well during the grouting process to insure that the bore hole around the well casing is filled with grout to a depth of 20 feet. (3) Inspecting the well head after pump installation to insure that all requirements for certificate completion have been met. (4) Sampling of the well to check for possible contaminants such as bacteria, nitrates, etc.

5% **Food, Lodging and Institution Program:**

The primary responsibilities are inspection and enforcement of state and local environmental health laws, rules, and regulations to protect the public's health. The North Carolina General Statutes dictate the frequency of inspections for each type of facility. Facilities are usually inspected during normal operating hours. These duties fall into four main categories: (1) On-site inspection of facility/establishment. Following the inspection, a form is completed and a grade card is usually posted. The inspection form shall reflect any violations discovered during the inspection. (2) Plan Review and Construction Design for all new/remodeled food & lodging establishments. (3) Investigation of Complaints pertaining to food establishments: All complaints are investigated and corrective action is taken when justified. (4) Investigation of Foodborne Outbreaks: The term "food poisoning" is applied to all illnesses acquired through consumption of contaminated food or water.

Occasional Educational Activities are coordinated for school personnel, local restaurants, or civic and church organizations.

Child Care and School Sanitation Program:

Requires a separate authorization to review plans and conduct inspections of those establishments. They are inspected at a frequency that is mandated by the North Carolina General Statutes. Inspections are conducted during normal operating hours. Child care facilities receive a posted grade but schools do not. As with the Food, Lodging and Institution Program, duties include investigation of disease or foodborne outbreaks, investigation of complaints, and occasional educational activities. EH Specialists also assist with any lead investigations in these facilities.

Migrant Housing Inspections:

The primary responsibilities are inspecting water and sewer facilities serving migrant housing. These duties fall into two main categories: (1) The septic system is checked to insure proper operation/maintenance. (2) The well head is inspected for compliance with state standards and a bacteriological water sample is drawn. Pre-occupancy reports are completed, and the Department of Labor receives a copy.

5%	<p>Rabies Control: In the absence of animal control officers in the Toe River Health District, this duty falls to the local health departments. The primary responsibilities are the animal investigation, confinement, euthenasia and shipment for testing. These duties fall into three main categories: (1) Investigation, which includes: locating the animal(s) and owner, and verifying rabies vaccination status (for dogs, cats, and ferrets). (2) Confinement, which includes a 10 day quarantine (or longer) of the animal at an approved location. It is the responsibility of the EH Specialist to verify proper quarantine by occasional site visits within the established confinement period. (3) Enforce euthanasia as mandated by law if rabies is suspected. If an animal is euthanized, the animal head is packaged and sent to State Lab for testing.</p>
5%	<p>Other:</p> <ol style="list-style-type: none"> 1. Maintain professional certification(s) and meet continuing education/competency requirements 2. Demonstrate time management skills and ability to prioritize responsibilities, maximizing productivity and avoiding comp time. 3. Participate in Emergency Preparedness activities/exercises 4. Serve on committees as required/needed 5. Conduct other duties as assigned (other activities or duties at any work location as directed by the a supervisor)
<p>Competencies: <i>Knowledge, skills, abilities and attributes required in this position? What educational background is needed to perform these duties and responsibilities? What kind of work experience is needed?</i></p> <p>Employee must have extensive knowledge of environmental health laws, rules, and procedures, as well as erudite understanding of the concepts of public health law. Considerable knowledge of microbiology, biology, chemistry, food science, epidemiology, soil science, entomology, and basic engineering technology as it applies to environmental health practices is also needed. It is helpful for the employee to have some general knowledge of the responsibilities of other agencies relating to environmental health and community resources. Considerable knowledge of the design of on-site wastewater treatment systems, protection of private well water supplies, waterborne disease, vector control, food sanitation, foodborne disease, communicable disease, institutional sanitation, and swimming pool safety is also required. Other skills needed are: Ability to exercise sound judgment and deal tactfully with a wide range of public contacts while enforcing public health laws and rules; ability to function independently; ability to motivate and educate business and property owners and the public in matters related to protecting public health; ability to analyze and comprehend a wide variety of technical and administrative regulations, records, and reports; ability to work with people from every social, political, economic and professional background imaginable; ability to use common sense to solve problems when there is no exact or well defined answer.</p> <p>Education Must have received a baccalaureate degree from a post-secondary educational institution rated acceptable by the Board of Sanitarian Examiners, with a minimum of 30 semester hours or equivalent in physical or biological sciences; OR: a 4-year or Master's Degree in environmental health from a program that is accredited by the National Accreditation Council for Environmental Health curricula of the National Environmental Health Association, and one-year experience in environmental health.</p> <p>License or Certification Required by Statute or Regulation: <i>Is a license or certification required? What kind and type?</i> GS 90A-54: Qualification for registration as a Sanitarian Intern, Must be a Registered Sanitarian (testing required) within three (3) years of employment to be able to practice as an Environmental Health Specialist. Must also possess a valid N.C. driver's license.</p>	

Signatures:

Employee: I have reviewed this position description and it is a complete and accurate description of my responsibilities and duties.

Signature

Title

Date

Supervisor: I have provided a complete and accurate description of responsibilities and duties, and have verified its accuracy and completeness with the employee.

Signature

Title

Date

Human Resources Officer: I certify that this is an authorized official position description of the subject position.

Signature

Title

Date