



Winnebago County

*The Wave of the Future*

## JOB POSTING

**POSITION TITLE:** Environmental Health Specialist

**LOCATION:** Public Health-Oshkosh

**SALARY:** \$53,005 - \$58,995/Yr. (I)  
\$56,186 - \$61,944/Yr. (II)

**STATUS:** Full time

**HOURS PER WEEK:** 40

**WORK HOURS:** 8:00 am – 4:30 pm

**APPLICATION DEADLINE:** Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

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## WINNEBAGO COUNTY POSITION DESCRIPTION *September 2017*

**POSITION TITLE:** Environmental Health Specialist I  
Environmental Health Specialist II

**DEPARTMENT:** Health

**PAY BASIS:** Salaried

### **PURPOSE AND SUMMARY:**

Performs inspections, consultations, and investigations associated with environmental health programs conducted by the department. The Environmental Health Specialist is primarily responsible for the enforcement of food and health safety laws, administrative codes, regulations, and standards governing food safety, as well as recreational licensing programs, under the authority of Wisconsin Statutes and County ordinances.

### **ESSENTIAL FUNCTIONS:**

1. Conducts plan reviews and inspections of food establishments, campgrounds, lodging facilities, swimming pools, mobile home parks, body art facilities, wells, and other locations and programs as assigned to determine compliance with public health statutes, regulations, and codes. Assists applicants with the interpretation of local and state codes.

2. Conducts investigations and provides consultation on a number of environmental health concerns, including: nuisance complaints, air quality, water quality, rabies control, vector control, occupational health, and hazardous/toxic materials.
3. Compiles and maintains records related to inspections and permit issuance and prepares inspection and other scientific and technical reports, summaries, and correspondence.

#### **ADDITIONAL ESSENTIAL DUTIES:**

1. Responds timely to phone calls, email, and other communications relevant to the assigned work of this position.
2. Performs inspection and investigation related to complaints of or suspect foodborne, waterborne, vector-borne, or other enteric illness.
3. Investigates citizen complaints regarding environmental issues to determine the existence of a human health hazard in accordance with state statutes.
4. Assists in public health preparedness planning and 24/7 response to emergency events including: acts of terrorism, hazardous material spills/releases, extreme weather events, communicable disease outbreaks, and other community emergencies.
5. Performs data collection, research, analysis and interpretation related to environmental health and adverse exposures within the community.
6. Conducts presentations related to environmental health program areas.
7. Participates in improving agency performance, processes, programs, and interventions through continuous quality improvement.
8. Ensures that all licenses and permits are in compliance with applicable county, state and federal requirements.
9. Ensures the general public is provided with prompt and courteous technical expertise and accurate information during inspection, investigations, and consultations.
10. Ensures that records are accurate, organized, and kept appropriately.
11. Ensures that health regulations are enforced and properly applied to individual situations.
12. Ensures best practice by keeping up to date on science and policy.
13. Performs other related duties as may be assigned.

#### **WORK RELATIONSHIPS:**

1. Reports to Environmental Health Supervisor.

#### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

Requirements for Environmental Health Specialist I:

1. Bachelor's degree or higher from an accredited institution of higher learning, preferably in Public Health, Environmental Health, Biological Sciences, or other natural science.
2. Previous public health experience is preferred.
3. Required to obtain a Registered Environmental Health Specialist (REHS) or Wisconsin Registered Sanitarian (RS) credential within three years of hire.
4. Current valid Wisconsin driver's license and access to a motor vehicle and commitment to meet and maintain the County's automobile insurance requirements.

Additional Requirements for Environmental Health Specialist II:

5. At least two years directly relevant experience in the field of public health or otherwise equivalent to experience as an Environmental Health Specialist I in the licensed establishment program and other programs.

6. Must possess and maintain current Registered Environmental Health Specialist (REHS) or Wisconsin Registered Sanitarian (RS) credential as a condition of employment as an Environmental Health Specialist II.
7. Certification in other environmental specialty areas such as lead certification, pool certification (CPO/AFO), food safety, food standard, radon certification, or healthy homes is expected.

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

1. Knowledge of principles and practices of environmental sanitation, microbiology, and basic knowledge of chemistry, physics and biological sciences.
2. Knowledge of environmental health and practices applicable to food protection, environmental contamination, communicable disease, sanitation and health nuisance abatement.
3. Knowledge of residential building construction, basic plumbing, electrical and HVAC system operation is preferred.
4. Knowledge of word-processing, spreadsheet, and database software.
5. Ability to comprehend and interpret applicable statutes, regulations, ordinances, codes, policies and procedures.
6. Ability to enforce statutes, regulations, ordinances, policies, and procedures when violations are observed.
7. Ability to perform thorough investigations and inspections, and to discuss findings with the regulated community.
8. Ability to analyze data, recognize meaningful results, and correctly interpret those results.
9. Ability to communicate effectively, orally and written, with people at various levels both within and outside the department.
10. Ability to apply time-management skills, exercise independent judgement, and prioritize workload.
11. Ability to accommodate flexible scheduling to address program needs.
12. Ability to effectively collaborate with community partners, co-workers, and representatives of other government agencies.

### **PHYSICAL REQUIREMENTS:**

1. Ability to move through and work in environmentally undesirable locations. May include bending, climbing stairs or ladder, walking in rough terrain or long distances, and work in cramped conditions.
2. Ability to complete outdoor job activities 12 months of the year and work in adverse weather conditions which range from heat to extreme cold, wetness/moisture and unpleasant air conditions.
3. Ability stand, walk, bend, squat, push/pull and to lift and carry up 50 pounds.
4. Ability to conduct field tests using chemical reagents, wear personal protective equipment, use inspection equipment, carry a personal computer and operate it in the community, and operate office equipment.