

SARPY/CASS

Health Department

Position Title:	Environmental Health Program Assistant				
Agency Unit:	Health Protection				
Reports to:	Assistant Health Director	Supervises:	None		
Employment Status:	Contract 15-20 hours/week	Pay Grade:	\$20.00/hour	FLSA Status:	Non-exempt

Position Summary: The Environmental Health Program Assistant (EHPA) conducts inspections of regulated establishments, enforces city, county, and state ordinances and laws dealing with environmental health and safety, and conducts environmental surveillance.

Essential Duties: Under general supervision, the EHPA performs the following essential duties within the framework of the Department’s provision of the core functions and essential services of public health:

- Investigate complaints from the public on environmental health and safety hazards.
- Provide recommendations, corrective actions and/or control measures to owner/operator found to be in violation of an environmental health law or regulation.
- Conduct environmental assessments to identify public health concerns as requested.
- Perform routine inspections of properties and establishments regulated by city, county, or state statutes and regulation for compliance with environmental health laws and regulations.
- Conduct follow-up investigations to ensure that corrective actions have been taken.
- Conduct environmental surveillance, prevention and control of arboviruses.
- Submit test results to proper authorities and provide follow-up with appropriate agencies.
- Complete thorough documentation reports of incidents requiring investigation and enforcement and submit to Health Director.
- Gather, organize, interpret and maintain data for program monitoring, reporting, evaluation, and improvement.
- Write and submit reports in an accurate and timely manner.
- Coordinate and collaborate with other community agencies engaged in environmental health and safety education and promotion activities.

- Additional Duties:**
- Promote and facilitate the incorporation of Departmental core values, vision, mission, and strategic initiatives into daily service delivery.
 - Develop a working knowledge of other department services and programs and provide information to the public as appropriate.
 - Assume responsibility for own professional growth and development by pursuing education, participating in professional committees/work groups, and contribute to a work environment where continual improvements in service and professional practice are pursued.
 - Adhere to all HIPAA and Department confidentiality and privacy policies and practices.
 - Establish and maintain effective working relationships with coworkers, stakeholders,

governmental officials, and the general public. Resolve conflict.

- Attend trainings as approved by Director or designee to develop skills necessary to assure duties are performed satisfactorily.
- Perform computer input and retrieval functions utilizing a variety of hardware and software programs.
- Prepare accurately and maintain various records, reports, correspondence, and other Departmental documents including mileage reports and time sheets.
- Perform other duties as assigned.

Qualifications:

Education and Experience:

- Bachelor's degree from an accredited college or university with major coursework in public health, environmental sciences, biology, chemistry, or other closely related field of study, which must include at least 30 semester hours in the basic natural sciences preferred. Current student studying in one of these fields would be considered.
- One (1) year of directly related work experience preferred.
- Registered Environmental Health Specialist in the state of Nebraska preferred.

General:

- Must possess a valid driver's license at the time of hire and maintain it throughout the course of employment.
- Must possess own mode of transportation.
- Successful completion of a criminal records check and drug screen test.
- Non-tobacco user.

Knowledge, Skills and Abilities:

- Knowledge of the core functions and essential services of public health.
- Knowledge of environmental sciences and environmental public health principles.
- Knowledge of environmental public health protection programs, laws, regulations, and policies in Sarpy and Cass Counties, and Nebraska.
- Knowledge of data collection, analysis, and interpretation techniques.
- Knowledge of code enforcement techniques and evidence gathering.
- Knowledge of regulatory and technical monitoring and investigation methods.
- Knowledge of valid sample procedures and protocol.
- Knowledge of the geography of Sarpy and Cass counties.
- Demonstrate interpersonal and facilitation skills.
- Ability to perform accurate mathematical calculations.
- Ability to make professional decisions within the framework of Department policy, and perform all duties with efficiency, thoroughness, accuracy, and attention to detail.
- Ability to assess, organize, and prioritize work assignments and meet deadlines.
- Ability to understand and communicate effectively utilizing the English language both verbally and in writing, including use of proper grammar, vocabulary, spelling, and punctuation.
- Ability to effectively present information, data, and statistics both verbally and in written

communications.

- Ability to understand and follow verbal and written instructions.
- Ability to communicate, deal effectively and courteously with individuals of all ages and from a wide range of social and economic backgrounds, including those who may be irate.
- Ability to conform to scheduling demands that may include weekends, overtime, emergency call-in, and varied days, hours, and shifts.
- Ability to work independently with a minimum level of supervision after completing training and probationary period.
- Ability to operate a motor vehicle safely and in compliance with traffic laws and regulations, in the performance of job duties.

Work Environment:

Work is performed indoors and outdoors. The incumbents schedule may involve varied days, hours, weekends, holidays and call-ins. Work may be fast-paced when dealing with multiple priorities, frequent interruptions, irate or uncooperative individuals, and emergency situations. The incumbent may be exposed to various exposures i.e. dust, hazardous fumes, odors, mists, blood or body fluids, toxic/caustic chemicals, radiation, infectious materials, humidity, inclement weather conditions, and extreme heat or cold environment occasionally.

Work requires physical activity, including extended periods of sitting, standing, walking, kneeling, bending, crouching, reaching, stopping, and climbing. Noise level is typically moderate. An incumbent must have the ability to frequently lift and/or carry equipment, supplies, and other materials weighing up to 10lbs., and to occasionally lift and/or carry equipment, supplies, and other materials up to 25 lbs.

Frequent fine motor movement of fingers, hands, and wrists with gross motor movement of elbows and arms as well as hand-eye coordination and manual dexterity are necessary and required. Required sensory abilities include vision, hearing, and touch. Visual abilities, correctable to normal ranges, include close, distance, and color vision as well as depth perception and the ability to adjust focus. Communication abilities include talking and hearing within normal ranges.

Limitations and Disclaimer:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position.

Contractors will be required to follow any other job-related requirements and to perform other job-related duties requested by Sarpy/Cass Health Department in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform



each duty proficiently. Continued employment remains on an “at-will” basis.

All job descriptions are subject to possible modification to reasonably accommodate individuals with disabilities in compliance with the Americans with Disabilities Act and any other applicable Federal and Nebraska law. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

The Sarpy/Cass Health Department retains the right to modify or change the essential and additional duties of the job at any time.

I have read and understand the duties and responsibilities for which I am responsible. The duties, responsibilities and minimum requirements have been reviewed with me and I have received a copy.

Contractor’s Signature

Date

Health Director’s Signature

Date