

**POSITION TITLE:** *Environment Health Specialist*  
**EFFECTIVE DATE:** *July 1993*  
**DATE REVIEWED/REVISED:** *June 2000, January 2016*  
**AUTHORIZED BY:** *Joe Gries, Administrator*  
*Christian Borowiecki, Director of Environmental*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Joe B. Gries  
Administrator

Director of Environmental \_\_\_\_\_

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**POSITION DESCRIPTION**  
**COUNTY OF VANDERBURGH, INDIANA**

**Position:** Environmental Health Specialist  
**Department:** Vanderburgh County Health Department  
**Job Category:** (PAT)  
**Supervisor:** Director of Environmental Health Division

**Date Written:** July 1993  
**Date Reviewed:**  
**Date Revised:** June 2000, January 2016

2022 Annual Salary \$38,722 18.6159/hr  
6 month step Salary \$40,576 19.5073/hr

**SUMMARY**

Incumbent serves as Environmental Health Specialist for the Health Department, responsible for protecting environmental welfare of county residents by investigating and analyzing hazardous and unsanitary conditions, enforcing local, state and federal codes, and educating the public.

To perform this position successfully, an individual must be able to perform essential duties satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**DUTIES AND ESSENTIAL FUNCTIONS**

Inspects retail food service establishments according to a regular schedule or in response to public complaint, reviewing potential health violations and hazards; checking internal food and equipment temperatures, food sources, labeling, condition, and staff hygiene; reviewing and

educating personnel on proper sanitation, food handling, chemical storage, and rodent/insect control; occasionally collecting food samples;

Inspects retail food establishments for compliance with state and local food codes, and preventing foodborne illness related to any preparation or sale of food to the public. Conducts discussions with operators to determine knowledge of foodborne illness prevention and training in food safety certification. Informs operators of any food code violations, and coordinates corrective actions, interprets laws, regulations and directives, while maintaining open communication and cooperation. Takes appropriate actions to ensure compliance with all requirements, prepares inspection records, compiles statistics, submits reports, complaints, summaries of inspections, and foodborne illness investigations for regulatory or administrative action.

Conducts public health and food safety training programs, presentations, and certification training for retail food establishment's staff, schools, civic and community groups.

Investigates conditions that pose a threat to the public health or environmental hazards to the air, soil and water of the county. Actions may include onsite inspections, coordinating with police and fire departments, sample collection, response to emergency situations, ordering remedial actions, consultations with various agencies and enforcement of county, state and federal codes.

Investigates public complaints regarding unfit housing, illegal dumping, burning refuse and unsanitary conditions by conducting investigations and ordering remedial action. Issues citations.

Participates in planning for, exercises, and response to natural and technical disasters affecting the citizens and environment.

Conducts soil profile analysis, system design, plan review, and inspections for onsite sewage systems serving residential and commercial applications.

Provides environmental assessment and/or inspection of structures with respect to childhood lead poisoning. Conducts interviews, collects paint, soil, dust and water samples for analysis. Recommends abatement and interim actions to protect residents. Must obtain state license as an inspector/assessor.

Assists with vector control responsibilities such as mosquito surveillance, trapping and monitoring, and abatement activities including the use of pesticides. Additionally, provides education on bed bug, rodent, and tick prevention and control.

Conducts smoking consultations for public buildings and businesses, responds to public complaints and provides education of local ordinance and state laws.

Inspects all public and semi-public swimming pools to maintain safe and sanitary facilities.

Inspects tattoo and body piercing parlors using state and local ordinances as required.

Prepares memoranda, and reports such as daily activities, vehicle maintenance and mileage, and documents violations as needed.

Participates in training, workshops, self-study and ongoing education to remain current in developments pertaining to environmental health issues. Conducts training and public speaking on environmental health issues.

Operates as county liaison to state and federal agencies such as: ISDH, IDEM, USEPA, CDC, SEMA MID FEMA.

Issues citations for noncompliance with Vanderburgh County Health ordinances.

Performs related duties as assigned.

### **JOB REQUIREMENTS AND DIFFICULTY OF WORK**

Must have baccalaureate or high degree in Environmental Health or similar discipline from an accredited college or university, with at least forty-five (45) quarter hours or thirty (30) semester hours of academic credit in the basic physical, chemical, biological and sanitary sciences.

Extensive knowledge of the standards, principles and practice of public health sanitation, especially in regard to better care and handling of edible foods as acquired through an undergraduate degree in public health, environmental health or related field.

Working knowledge of fire, plumbing, electrical codes and blue prints.

Working knowledge of State and local laws and regulations pertaining to all phases of environmental and food sanitation.

Duties are broad in scope and of substantial complexity, involving many variables or considerations with interrelationships that are not clearly evident. Incumbent performs according to well-defined legal requirements and department policies and procedures, exercising independent judgement in applying guidelines and technical knowledge to specific cases and circumstances.

Ability to communicate effectively with industry and government representatives, and facility owners and operators in situations of potential differences of opinion or conflict.

Ability to plan, schedule, and conduct field inspections and to maintain accurate records and prepare factual reports.

Ability to safely handle pesticides and hazardous chemicals.

Ability to legally operate a motor vehicle.

Ability to follow all personnel policies and rules of the organization.

### **RESPONSIBILITY**

Incumbent applies standardized practices to specific cases, referring to supervisor unusual or unprecedented situations as needed. Incumbent receives indirect or occasional supervision, with work reviewed primarily for attainment of and effect on department goals/objectives.

### **PERSONAL WORK RELATIONSHIPS**

Incumbent maintains work relationships with department staff, director, governmental representatives, public facility owners and operators, and other members of the general public for the purpose of implementing required inspections, disseminating information and ensuring that environmental protection standards are met and maintained.

Incumbent reports directly to environmental supervisor.

### **PHYSICAL EFFORT AND WORK ENVIRONMENT**

Incumbent performs duties in a variety of settings, including a standard office environment, food establishments, at swimming pools, outdoors, at construction sites, in/around concrete septic tanks, and in a vehicle. Duties may involve standing/walking for long periods, sitting and walking at will, walking on uneven terrain, speaking clearly, keyboarding, pushing/pulling/lifting/carrying objects weighing under 50 pounds, crouching/kneeling, bending, reaching, color and depth perception, hearing sounds/communication, close and far vision, handling/grasping/fingering objects, and exposure to inclement weather, dust, dirt, odors, sewage gases, heavy machinery, toxic chemicals, and communicable diseases. Universal health and safety precautions must be followed at all times to avoid infection and injury to self and others.

Incumbent occasionally works extended, weekend and/or evening hours, and occasionally travels out of town for conferences and training, sometimes overnight.

### **LICENSE/CERTIFICATION NEEDED**

Incumbent must have ability to legally operate a motor vehicle. Must be eligible for registration as a Professional Sanitarian under the Indiana Professional Sanitarian Act. Ability to obtain and maintain Pesticide Applicators License (category 8) or Public Registered Technician License from the Office of the Indiana State Chemist, Indiana State Department of Health Certified Lead Risk Assessor License, standardization as a retail food inspector, and ServSafe Certification as needed or required.

Submit resume or application to: Attn: Christian Borowiecki, Director, Environmental Division Vanderburgh County Health Department 420 Mulberry St Evansville, In 47713 or by email at [cborowiecki@vanderburghcounty.in.gov](mailto:cborowiecki@vanderburghcounty.in.gov) An Equal Opportunity Employer.