

# BUENA VISTA COUNTY ENVIRONMENTAL HEALTH SPECIALIST

## Duties & Responsibilities

1. Review plans and specifications for septic system permits. Conduct inspections, percolation tests, and on-site surveys. Collect samples and run tests. Recommend actions and issue permits and licenses.
2. Review plans and specifications for food establishments (including schools, and temporary events). Conduct inspections, collect samples, run tests, issue permits and licenses. All per contract with Iowa Department of Inspections and Appeals.
3. Review plans and specification for private well permits. Conduct inspection and on-site surveys. Collects samples and run tests. Recommends actions and issues permits.
4. Review plans and specifications for Confinement Animal Feeding Operations (CAFO). Conduct inspection and on-site surveys, ensuring new operations meet standards of the "Master Matrix." Recommend action. Review Manure Management Plans (MMP) for accuracy and requirements.
5. Monitor county well improvement program. Conduct site inspections. Review all claims for well testing, rehabilitation, and closure programs through the Grants to County program.
6. Conduct public swimming pools, and tattoo establishment inspections, as per contract with the Iowa Health & Human Services.
7. Conduct tanning bed inspections as per Buena Vista County Ordinance.
8. Receive monies for all permits and licenses and provide same day transfer of monies to the County Treasurer.
9. Conduct sanitation investigations by visiting sites and inspection facilities to check compliance with applicable laws, rules, and regulation; report findings to supervisor(s) and make recommendations for corrective action.
10. Conduct inspections and site investigations of commercial, industrial, and residential property for unsanitary or dilapidated conditions. Make recommendations for corrective action.
11. Investigate complaints from the public relative to environmental health and sanitation laws, rules, and regulations to determine whether complaints are justified.
12. Collect, compile, and interpret data relative to environmental health and sanitation conditions. Inform Board of Supervisors and Board of Health when conditions are unacceptable.
13. Investigate public health related complaints including foodborne, waterborne, or rodent borne disease outbreaks.
14. Serve notices to correct violations of sanitation laws.
15. Provide information, advice, and public education on the following topic:
  - a. Groundwater quality-bacteria, nitrates, chemicals.
  - b. Well safety, rehabilitation, water testing and well closure procedures.
  - c. Private wastewater treatment systems.
  - d. Household hazardous waste disposal.
  - e. Radon.
  - f. Soil contamination.
  - g. Residential water treatment systems.
  - h. Environmental health.
  - i. Food safety.
  - j. Foodborne, waterborne, and rodent borne disease.
16. Perform other duties as needed and/or assigned.

## **KNOWLEDGE, SKILLS, & ABILITIES REQUIRED**

### **MINIMUM EDUCATION & EXPERIENCE REQUIRED:**

1. Graduation from an accredited four-year college or university with major course work in a natural science.  
OR
2. **An equivalent combination of education and experience substituting one year of full-time experience in an environmental health or food sanitation program for each year of the required education to a maximum substitution of four years.**

### **KNOWLEDGE REQUIRED:**

1. Knowledge of code enforcement principles, practices, and methods; working knowledge of applicable laws, standards, and regulations; working knowledge of inspection techniques.
2. Knowledge of pertinent Federal, State, and Local sanitation regulations, and knowledge of the principles and practices of public health sanitation work.
3. Knowledge of the principles of natural and physical sciences.

### **SKILLS & ABILITIES REQUIRED:**

1. Ability to prepare, organize, interpret, and maintain data, reports and systems; ability to analyze complex situations, problems, and data; ability to use sound judgment drawing conclusions and making decisions.
2. Ability to comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely, and legibly.
3. Ability to acquire knowledge of state laws, rules, and regulations relative to environmental health.
4. Ability to follow verbal and written instruction.
5. Ability to establish and maintain effective working relationship with citizens, co-workers, and supervisors.
6. Ability to handle stressful situations and effectively deal with difficult or angry people.
7. Skill in operating personal computer including word processing; 10-key calculator; motor vehicle; phone; tape measure.
8. Must have a valid driver's license, or ability to obtain one by start of employment.
9. Bilingual a plus but not required.

### **ESSENTIAL JOB FUNCTIONS:**

Note: The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

\*Close mental and visual attention required. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

\*Sitting, climbing, standing, walking, turning, bending, and occasional lifting up to 30 pounds is required.

\*Ability to maintain accurate records and to prepare reports.

\* Ability to communicate effectively with supervisor, co-workers, property owners, and the public required.

\*Ability to work in office setting. Hand-eye coordination is necessary to operate computer and other types of office equipment.

\*Ability to work in outside weather conditions and with exposure to health hazards and irate public.

\*Ability to attend on-going training for new rules and programs and attend conferences.

Note: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.