

# Boone County Government

**Position Title: Environmental Health Specialist**

**Reports To: Director of Environmental Health**

**Status: Exempt (Fulltime 35hrs base workweek with benefits)**

**Hours: 8:00am to 4:00pm Monday- Friday (some nights and weekends)**

## **Position Summary:**

The purpose of this classification is to perform specialized work functions to prevent the transmission of disease through the environment. This is accomplished by environmental education, by responding to the public with their environmental concerns, and by inspecting and enforcing federal, state and local regulations.

## **Essential Duties and Responsibilities:**

Complies with and enforces all applicable statutes, laws, ordinances and regulations pertaining to public health safety and environmental protection; initiates any actions necessary to correct deviations or violations.

## **Main Duties and Responsibilities:**

Conduct onsite wastewater inspections which will include:

- Inspects, evaluates potential building sites to determine if the property state and county regulations for onsite wastewater treatment systems.
- Issues permits for installation of onsite sewage systems. Designs standard or alternative systems to conform with state rules, based on condition of the property.
- Inspects septic systems after installation to determine compliance with state rules. Inspection includes design, materials and grades and piping based on site evaluations and soil characteristic knowledge.
- Provides information to the public concerning requirements of onsite rules.
- Investigates complaints of failing drain fields or other sewage violations; contacts owners or applicants by letter, telephone, and/or in person; and prepares enforcement referrals and recommends appropriate legal action.
- Evaluates building sites for construction and health hazards.
- Writes documentation of investigations and inspections and ensures compliance with regulations on property.

## **Other Duties and Responsibilities:**

Conducts home inspections for minimum living standards compliance. Provides for regular testing and submission of reports for public pools. Issues permits for the operation of public and semi-public pools. Conducts environmental investigations involving lead, asbestos, and hazardous materials and investigate dog bites and animal quarantines.

## **Position Qualifications:**

Bachelor's degree in Natural Resources, Biology, Ecology, Entomology, Sanitary Science, Environmental Management, Environmental Health, Public Health or closely related field; supplemented by three (3) to five (5) years previous experience and/or training involving ecology, biology, public health, safety, environmental protection or hazardous materials; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Indiana Driver's License.

Submit Resumes And References To:

Boone County Health Department, 116 W Washington St., B201 Lebanon, IN 46052

or email [ginman@co.boone.in.us](mailto:ginman@co.boone.in.us)

Contact: Greg Inman (765) 483-4458

Deadline: June 28, 2017

Boone County, Indiana, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.