

Madison County Department of Public Health Position Description

Position: Environmental Health Officer
Department: Board of Health

Reports to: Public Health Administrator
Effective Date: June 2018

General Summary

Performs environmental health services and related permits consistent with state and county laws and regulations and other duties as assigned or directed under the direction and supervision of the Public Health Administrator. Supervises the environmental health clerk.

Required Qualifications

- A bachelor's degree in environmental health or public health, chemistry, biology or related science field OR an equivalent combination of education and experience, substituting one year of full-time experience in environmental health for each year of required education.
- Valid Iowa driver's license
- Certified Pool Operator
- Blood Born Pathogen Certificate
- Effective communication skills
- Knowledge of management/supervisory principles
- Comprehensive knowledge of environmental health rules and regulations.
- Able to work independently with a high degree of accuracy

Position Relationships

- Supervised by: Public Health Administrator
- Supervises: Environmental Health Clerk

Specific Duties

- Budgeting for Environmental Health Office
- Bill for services provided as allowed by regulation
- Attend required trainings and meetings to maintain certifications and remain knowledgeable in environmental health field
- Accept and process applications for septic systems
- Perform initial and follow up septic system inspections
- Maintain organized filing system for permits, reports and other documents
- Analyze potential commercial septic systems to determine county jurisdiction
- Monitor discharging septic systems, bill for services, send violation notices
- Review, follow-up on, and file time of transfer septic inspections
- Perform well inspections
- Accept well permit applications and issue said permits
- Perform required follow up on wells permitted
- Accept and process well plugging applications and administer well plugging grant

- Perform inspections of pools, tanning salons, and tattooing parlors
- Perform investigations of animal bites and take appropriate action based on results of the investigation
- Investigate nuisance complaints relating to septic systems, trash and unsanitary conditions, open burning, animal abuse, wells, and others as allowed by law or regulation
- Complete environmental studies as required by grants, law, regulation or as directed
- Act as Board of Health clerk, including but not limited to preparing and posting Board meeting agenda, prepare meeting materials and distribute, maintain records of Board, type minutes as recorded by the Board secretary
- Coordinate with the Zoning Office
- Perform other duties as assigned by Public Health Administrator or Board of Health