



Public Health
Prevent. Promote. Protect.
Perry County
Health Department

Perry County Health Department

Position Description

MISSION: To improve Public Health in Perry County by preventing disease, promoting health and safety, and protecting our environment.

VISION: A motivated community uniting for health and prosperity where we live, work, and play

VALUES: WE CARE: Willingness, Excellence, Collaboration, Accountability, Respect, and Education

Position Title:	Registered Environmental Health Specialist / In Training				
Agency Unit:	Environmental Health		Reports to:	Director of Environmental Health	
Employment Status:	Full Time	Hourly Rate:	TBA	FLSA Status:	Nonexempt
Normal Working Hours:	8:00am to 4:00pm Monday thru Friday or 7:00am to 5:00pm Tuesday thru Friday Also some nights & Weekends As approved by the Health Commissioner				

Position Summary:

The Registered Environmental Health Specialist (REHS) or Environmental Health Specialist in Training (EHSIT) is responsible for protecting and improving public health through the administration and enforcement of environmental health programs, with primary responsibility for the Sewage Treatment Systems and Solid Waste and Construction & Demolition Debris programs. This position conducts inspections, investigations, complaint response, compliance activities, and public education in accordance with applicable federal, state, and local laws and regulations. The Environmental Health Specialist works collaboratively with regulatory agencies, community partners, local officials, businesses, and residents to identify and address environmental health concerns, promote compliance, and reduce risks to human health and the environment. The position also supports other environmental health programs, emergency preparedness and response activities, accreditation efforts, and the overall mission of the Perry County Health Department.

Essential Public Health Competencies:

1. Assessment and Analysis

- Collects, reviews, and interprets environmental health data, inspection findings, complaints, and other relevant information to identify public health concerns.
- Recognizes environmental hazards and evaluates potential risks to human health.
- Applies scientific principles, evidence-based practices, and regulatory standards when making public health recommendations and decisions.
- Maintains accurate records and documentation to support program activities and enforcement actions.

2. Policy Development and Program Planning

- Applies federal, state, and local laws, regulations, policies, and procedures governing environmental health programs.
- Assists in the development, implementation, and evaluation of environmental health programs, initiatives, and educational activities.
- Supports agency strategic planning, performance management, quality improvement, and accreditation activities.
- Recommends solutions and corrective actions that improve public health outcomes while ensuring regulatory compliance.

3. Communication

- Communicates effectively with the public, regulated entities, community partners, elected officials, and other stakeholders.
- Explains technical and regulatory information in a clear, professional, and understandable manner.
- Prepares accurate inspection reports, correspondence, educational materials, presentations, and other written communications.
- Demonstrates active listening skills and responds appropriately to questions, concerns, and complaints.

4. Health Equity and Community Partnership

- Demonstrates respect for diverse backgrounds, perspectives, and lived experiences.
- Promotes equitable access to public health services, information, and resources.
- Builds collaborative relationships with community organizations, government agencies, healthcare providers, and other partners.
- Supports community engagement efforts that improve environmental and public health outcomes.

5. Public Health Sciences

- Applies principles of environmental health, epidemiology, toxicology, microbiology, risk assessment, and other public health sciences relevant to assigned duties.
- Maintains knowledge of emerging environmental health issues, industry trends, and regulatory changes.
- Utilizes evidence-based practices to support environmental health interventions and public health decision-making.

6. Management and Finance

- Demonstrates responsible stewardship of public resources, equipment, vehicles, and technology.
- Effectively manages workload, priorities, deadlines, and assigned program responsibilities.
- Uses agency information systems, databases, and reporting tools accurately and efficiently.
- Supports efficient and effective delivery of environmental health services.

7. Leadership and Systems Thinking

- Demonstrates professionalism, integrity, accountability, and ethical decision-making.
- Understands the role of environmental health within the broader public health system.
- Collaborates across programs and disciplines to address complex public health issues.
- Identifies opportunities for improvement and contributes to organizational effectiveness.
- Adapts to changing priorities, regulations, technologies, and community needs.

8. Emergency Preparedness and Response

- Demonstrates knowledge of the National Incident Management System (NIMS) and Incident Command System (ICS).
- Participates in public health preparedness planning, training, exercises, and emergency response activities.
- Performs assigned emergency response duties during public health emergencies, natural disasters, and other incidents.
- Maintains readiness to work outside normal business hours during emergency response operations.

Environmental Health Professional Competencies

In addition to the public health competencies listed above, the employee shall demonstrate the ability to:

- Conduct inspections and investigations of onsite sewage treatment systems, solid waste, construction and demolition debris facilities, scrap tire facilities, nuisance conditions, infectious waste generators, and related environmental health programs.
- Interpret and apply applicable Ohio Revised Code, Ohio Administrative Code, Ohio EPA regulations, and local health department policies.
- Exercise sound professional judgment while balancing education, technical assistance, and regulatory enforcement.
- Conduct field inspections safely in varying environmental conditions, including active waste facilities, construction sites, rural properties, and adverse weather conditions.
- Develop and maintain productive working relationships with Ohio EPA, local government officials, law enforcement agencies, contractors, businesses, and community members.
- Promote environmental stewardship and public health protection through education, outreach, and regulatory compliance activities.

Other Duties & Responsibilities:

1. Observe confidentiality of client and agency information, especially with regards to HIPAA.
2. Supports and works toward the mission, vision, and values of the Perry County Health Department.
3. Ability to drive on a regular basis to business appointments and meetings.
4. Practices dependable attendance habits.
5. Attends staff meetings and annual District Advisory Council Meetings unless excused by their supervisor.
6. Represents the department and agency favorably to the public.
7. Maintains and improves knowledge and skills through attendance at meetings, trainings, seminars, and continuing education.
8. Helps in the promotional efforts for the Perry County Health Department's programs and activities, both internal and external. This includes attending health fairs and special events, preparing displays for events, developing educational materials and working with other staff on promotion projects.
9. Ensures compliance with standards, laws, and regulations as promulgated by regulatory agencies such as OSHA, Federal and State government.

10. In a public health emergency, functions in the local public health's emergency response and assumes the proper Incident Command Role. Participates in emergency preparedness training and exercises on an ongoing basis.
11. Participates in other Environmental Health programs as assigned.
(This list is not all inclusive)

Minimum Qualifications:

- Bachelor's Degree with a minimum of 30 qualifying math & science semester credit hours as determined by the Ohio Dept of Health.
- Meets the requirements to be registered as an Environmental Health Specialist or an REHSIT per the Ohio Department of Health
- Valid Ohio Driver's License & proof of insurance that meets required Board minimums, record of safe driving, & reliable transportation.
- Meets all prerequisite & on-going qualifications to be covered by the employer's liability insurance carrier.
- Successfully passes a BCI background Check.
- Compliance with tuberculin test requirement per agency plan TB plan.
- Good health, high moral character, & good attendance record.
- Available to work irregular hours &/or a non-traditional schedule.

Work Environment:

- May be required to work irregular/extended hours including evenings and weekends.
- Out of county and/or state travel may be required.
- Able to tolerate extended periods of sitting and exhibits manual dexterity when working on the computer, typing, entering data and performing other related tasks.
- Regularly talks and listens when working with the general public.
- Provides timely response to requests and deadlines.
- Receive, process, and provide visual, verbal, and written information.
- Occasionally lifts up to 25 pounds when lifting files and boxes of records.
- Employee may come in contact with bloodborne pathogens, body fluids, pesticides, and/or infectious disease.
- Must be able to assume a wide range of responsibilities, to work with staff that varies in their work styles and to work under pressure.
- The primary location of this position is a typical office environment located at 2235 SR 13 in New Lexington, OH

Safety:

PCHD promotes a safe work environment. Employees must follow safety policies and procedures to ensure an accident-free workplace.

Job Performance Evaluation:

The employee will be evaluated at least annually, but more often as specified in a Performance Improvement Plan.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

EMPLOYEE UNDERSTANDING

My (employee) signature below indicates that I have reviewed my position description and that I understand the contents of the description.

_____ / ____ / ____
Employee Date

MANAGEMENT APPROVAL

_____ / ____ / ____
Supervisor Date

_____ / ____ / ____
Health Commissioner Date