

The Northeast District Department of Health

Job Description

Environmental Health Specialist

FULL-TIME, UNION, HOURLY, NON-EXEMPT

Responsibilities: Perform basic environmental health inspections and evaluations in accordance with the Connecticut Public Health Code and other applicable local, state, or federal regulations, which include, but are not limited to:

- Document information obtained during all investigations in a clear manner;
- Analyze data, prepare reports or other public health-related documents, and make presentations, if necessary, based on findings from evaluations or inspections;
- Provide technical guidance (based on level of training) as required to sanitarians and other staff members within the department and community;
- Provide information in the areas of disease prevention, food service safety and general environmental health subjects;
- Conduct or assist in environmental investigations (based on certifications);

General Responsibilities:

- Communicate in a professional manner with other state and local health department officials and public officials;
- Work with all staff in providing service to the public;
- Other duties as assigned;

Supervised by:

- The Director of Health.

Qualifications:

- Bachelor's degree preferred;
- CT Certifications in Food Service Inspection, Level I, and Level II Subsurface, and Lead Investigation preferred;
- Knowledge of the principles, practices and regulations applied in conducting inspections or investigations;
- Ability to prepare written reports containing findings, analysis, conclusions and corrective recommendations is essential;
- Strong written and oral communication skills;
- Must have a valid CT motor vehicle license;
- Must be able to work in adverse weather conditions and meet the physical demands of the position;
- Must be a team-orientated individual;
- Must be able to handle a fast-paced, heavy workload environment, and demonstrate excellent public service skills;
- Computer experience required, Microsoft Office (Word, Excel and Outlook) preferred;
- Ability to manage office and field work independently is required;

*The Northeast District Department of Health is an Affirmative Action/ Equal Opportunity Employer.
Motor Vehicle Record release is required.*

Personnel Committee Approved: 11/08/04

Board of Health Approved: 01/13/05