



Northeast District Department of Health

69 South Main Street, Unit 4, Brooklyn, CT 06234
Phone 860-774-7350 / Fax 860-774-1308 / www.nddh.org

JOB DESCRIPTION

Job Title:	Environmental Health Specialist
Classification:	Non-Exempt / Union
Reports to:	Director of Health/Environmental Health Supervisor

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, public officials and the general public
- Work with all staff in providing service to the public
- Other duties as assigned

QUALIFICATIONS:

- Bachelor's Degree preferred.
- CT Certifications in Food Service Inspection, Level 1 and Level 2 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 are 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) preferred
- Ability to manage office and field work independently is required

PHYSICAL DEMANDS AND REQUIREMENTS OF THE POSITION INCLUDE:

- Engage in the following movements: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, grasping, feeling, writing and repetitive motions.
- Exert up to 50 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.
- Hearing ability sufficient to communicate effectively in person and over the phone.
- Visual ability sufficient to read typewritten documents and discern characteristics of soil field location, thermometers, computer screen and to drive a car.
- Due to the need to respond to public health emergencies, the employee must be able to be fitted and wear a NIOSH 95 mask.

WORKING CONDITIONS:

- General office setting in NDDH facility as well as community settings including worksites or buildings, or the outside environment.
- Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, heat, noise, wetness, humidity, vibration, sudden temperature changes, and poor illumination. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects, and other disease vectors, hazardous materials, chemicals and animals.
- In all settings, employee may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS MAY INCLUDE BUT IS NOT LIMITED TO: Computer, FAX, copier/scanner, typewriter, vehicle, medical equipment, staplers, hole punch, scissors, stamp machines and office equipment.

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