**POSITION DESCRIPTION**

**COUNTY OF LAPORTE, INDIANA**

**POSITION: Environmental Health Intern**

**DEPARTMENT: Health**

**WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F**

**DATE WRITTEN: June 2011 STATUS: Seasonal**

**DATE REVISED: May 2022 LFSA STATUS: Non- exempt**

**To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.**

**Position:** Environmental Health Intern

**Department:**  Environmental Health/Food Division

**Job Category:** Intern

**Job Summary:** The Environmental Health Intern is responsible for assisting in all of the environmental health programs. Main scope of work includes beach water sampling and vector control monitoring. Other possible work areas include: General Sanitation, On-site sewage disposal systems, drinking water, swimming pools, GIS/GPS, water laboratory, and other areas of environmental health. Incumbent should have some knowledge in one or all of these areas. Incumbent may assist with inspections in each of these areas. Incumbent may assist in monitoring and collection of health hazards and/or specimens.

**Duties:** Assist Environmental Health/Food Specialist with general inspections of environmental health programs. Assist the environmental health specialist with public complaints including but not limited to unfit housing, air, vector control, sewage, food and other environmental issues.

Collect beach water samples in inland lakes and Lake Michigan.

Maintain supplies and equipment for beach water sampling program, which includes assisting in the water laboratory with bottle washing, autoclaving, bottle preparation, etc.

Maintain supplies and equipment for vector control sampling program, including mosquito traps, coolers and boxes to ship mosquito specimens to the Indiana Department of Health Laboratory.

May assist with educational programs promoting public health issues such as the LaPorte County Fair.

Assist pest control operator with administering pesticides for mosquito control in the field.

Performs related duties as assigned.

**Job Requirements:** Must be physically able to walk over un-even terrain and carry coolers weighing 20lbs down long corridors to the beach to obtain water samples.

**Minimum Qualifications:** Must be a student enrolled in post high school graduation higher learning facility within the previous six months or the next six months.

Must have a valid driver’s license and a reliable automobile.

**Responsibility:** Incumbent is responsible for making sure that his/her duties are complete.

Incumbent must bring any problems to the Environmental Health/ Food Supervisor.

**Personal Work Relationships:** Incumbent maintains frequent contact with all relevant staff, administrator, and representatives of various health agencies and members of the general public for a variety of purposes, including explanation of department goals.

**Physical Work Environment:** Ability to do fieldwork and maneuver through moderately rough terrain. Moderate physical work is performed indoors.

**Job Relations:** Report to Environmental Health/ Food Supervisor

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Employee’s Signature Date

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Administrator Signature Date