

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Environmental Health /Food Specialist
DEPARTMENT: Health
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: PAT III (Professional, Administrative, Technological)

DATE WRITTEN: June 2006
DATE REVISED: June 2010

STATUS: Full-time
FLSA 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.

Incumbent serves as Environmental Health/Food Specialist for the LaPorte County Health Department, responsible for the inspections of all Environmental Health programs, including General Sanitation, On-Site Sewage Systems, Food Protection, Vector Control, Air Quality, Water Quality, Public and Semi-Public Pools, and other environmental issues.

DUTIES:

Investigates public complaints, including but not limited to, unfit housing, public and semi-public pools, vector control, water, sewage, and other environmental issues.

Reviews plans and applications for new and repair septic, performs soil borings for repair systems, and conducts on-site inspections before, during, and after installation to assure compliance with state and local regulations.

Reviews plans and applications for public and semi-public pools to assure compliance with state and local ordinances.

Maintains records of inspection data and prepares and submits reports and summaries of field inspections for regulatory and administrative action to supervisor.

Collects air, vector, and drinking and surface water samples for laboratory analysis.

Assists and monitors Interns for summer programs.

Participates in emergency preparedness activities such as drills, mass prophylaxis clinic, and education regarding man-made and natural disasters.

Assist the Public Health Emergency Preparedness Coordinator with emergency preparedness planning.

Assist the Public Health Nurses with activities, complaints, and investigations of public health importance.

Occasionally works in Water Laboratory as necessary.

Testifies in legal proceedings/court as required.

Performs on-site inspections of food service and retail food store establishments within jurisdiction, according to regular inspection schedule and in response to public complaints. Ensures compliance with federal, state, and local sanitation safety regulations.

Writes letters to food service establishments regarding non-compliance issues and submits to Environmental Health / Food Supervisor for approval. Advises owners on rules and regulations of food safety and sanitation.

Responds to public requests for information about Food Protection operations by telephone and in person.

Periodically assists with conducting training workshops and seminars in food safety and sanitation for owners, operators, and employees of food establishments.

Inspects and issues permits for food and drink vendors at local festivals and fairs as required.

Conducts food borne illness investigations, including collecting food, stool, and vomit samples, in cooperation with complainant and Indiana State Department of Health.

Assists Indiana State Board of Health in conducting inspections or investigations of state-licensed food establishments at their request.

Maintains records of inspections data and prepares and submits monthly reports to the Environmental Health / Food Supervisor. Maintains and submits daily summaries of field inspections for regulatory and administrative action to the Environmental Health / Food Supervisor. Inputs data for permit processing.

Reviews blueprints and plans for new food establishments, advises owners in rules and regulations pertaining to their establishments, and conducts pre-opening and opening inspections on new establishments and after change of ownership occurs.

Conducts public presentations to community and school groups on topics relating to public health food safety and sanitation.

Conducts general sanitation investigations, including determining validity of complaints as required. Conducts investigations on recalled food products and equipments, and fire and flood damage at retail food establishments.

Performs call back visits and spot check on establishments as needed or as assigned by Environmental Health / Food Supervisor.

Cross-training in non-food protection areas as part of emergency preparedness as necessary.

Responds to emergencies from off-duty status.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate Degree in Restaurant, Hotel, and Institutional Management, Environmental Health/Science, Food Science, or related field, or an equivalent combination of education and experience.

Must be at least 21 years of age.

Ability to meet all hiring requirements, including eligibility for registration as a Professional Sanitarian or Certified Food Safety Professional (CFSP) under Indiana Professional Sanitarians Act.

Possession of and ability to maintain possession of Federal Emergency Management Agency (FEMA) and National Incident Management System (NIMS) certifications.

Basic knowledge of Microsoft Office programs, the Internet, and other word processing software.

Ability to conduct standard chemical tests and use laboratory equipment, including test kits.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Indiana State Department of Health, local and state building and fire inspectors, facility owners and operators, representative of various fire and law enforcement agencies, elected and appointed government representatives, Indiana Department of Environmental Management (IDEM), Board of Animal Health, Food and Drug Administration, microbiology labs, epidemiology department, and members of the general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment on several tasks at the same time, often under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to occasionally work extended, evening, and/or weekend hours and travel out of town, sometimes overnight, for conferences and training seminars.

Ability to respond to emergencies from off-duty status.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs duties according to customary practices and procedures of department and local, state, and federal guidelines dealing with a wide variety of situations and individuals. Work is accomplished according to generally accepted, but not always clearly applicable, guidelines, calling for judgment in determining the most pertinent guidelines to apply to particular problems and situations.

III. RESPONSIBILITY:

Incumbent applies the principles and practices of general health sanitation to specific situations, with fundamental responsibility for ensuring public safety in compliance with department policies and legal standards. General instructions are given by supervisors and work ins reviewed for overall soundness.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Indiana State Department of Health, local and state building and fire inspectors, facility owners and operators, representative of various fire and law enforcement agencies, elected and appointed government representatives, Indiana Department of Environmental Management (IDEM), Board of animal Health, Food and Drug Administration, microbiology labs, epidemiology department, and members of the general public for the purpose of implementing required inspections, disseminating information, and ensuring that environmental health standards are met and maintained.

Incumbent reports directly to the Environmental Health Supervisor.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, and in the field, including sitting/walking at will, standing/walking for long periods, walking on uneven terrain, working in extreme temperatures and inclement weather, lifting/carrying objects weighing under 25lbs, pushing/pulling objects, crouching/kneeling, bending reaching, driving, close/far vision, color/dept perception, hearing sounds/communication, and handling/gasping/fingering objects. Incumbent works with or near cleaning/sanitizing chemicals and their fumes and odors, in a noisy environment, and in confined areas. Incumbent may be exposed to irate/hostile individuals.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Environmental Health/ Food Specialist for the LaPorte County Health Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name