

## **OPEN POSITION**

### **ENVIRONMENTAL HEALTH SPECIALIST**

The position of Environmental Health Intern is now open for applications of interest. This posting will remain open until filled but no later than **June 1, 2019**.

The position involves the ability to communicate, analyze and interpret professional and technical journals, conduct investigations, and the ability to write reports.

Other duties include: setting, collecting, and running test on mosquitoes for West Nile virus, test public pool water quality, inspecting temporary food operations, investigating and making recommendation for the abatement of nuisance and vector complaints, developing, and conducting educational presentations on radon, vector control and the Tazewell County Resource and Recovery Plan.

Qualifications: High school certificate required

College required; Strong science background preferred.

Strong knowledge of Microsoft Office or word processing programs

Ability to become a Licensed Environmental Health Specialist (LEHP) within one year of hire.

Hours: Monday – Friday or Tuesday – Saturday, (after orientation and training), 8:30 a.m. -4:30 p.m., some evenings and weekends, possible holidays.

Range: **\$9.00**

Job description available upon request. Applications are available at [www.tazewellhealth.org](http://www.tazewellhealth.org) in the Administration section.

Submit to Evelyn Neavear, Tazewell County Health Department, 21306 Illinois Route 9, Tremont, IL 61568, [eneavear@tchd.net](mailto:eneavear@tchd.net), (309)929-0250 or Fax (309)925-4100, no later than June 1, 2019.

**Job Title:** Environmental Health Intern  
**Department:** Environmental Health  
**Reports To:** Director of Environmental Health  
**Job Status:** Intern  
**Grade:** \$9.00  
**Prepared By:** Evelyn Neavear  
**Approved By:** Amy Fox  
**Approved Date:** 4/29/2019

**Summary:** Conducts environmental health inspections and investigations and other ensures compliance with local and state health public health codes. Serves as environmental and public health educators who provides information and performs specialized environmental health work in areas such as radon, solid waste, West Nile Virus, and the Tazewell County food program.

**Essential Duties and Responsibilities:**

Responsible for Setting, collecting, and running test on mosquitoes for West Nile virus.  
Responsible for Pool water quality inspections  
Inspect temporary food operations  
Investigate and make recommendation for the abatement of nuisance and vector complaints  
Develop, conduct and coordinate educational presentations on radon, vector control and the Tazewell County Resource and Recovery Plan.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Special Requirements:**

Must abide by all Departmental Policies as presented in the Personnel Policy Manual, any policies/procedures within the Department employed and all other duties as assigned.

**Education and/or Experience:**

High school certificate required  
College required

**Certificates, Licenses, Registrations:**

Current driver's license  
Current auto insurance

**Knowledge:**

Core knowledge of public health

**Skills:**

Ability to exercise sound judgment and deal tactfully with a wide range of public contacts.

**Mathematical Skills:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Must possess the ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals, percentages, and ratios. The individual must possess the ability to process cash transactions. The individual must have the ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Apply principles of good ethical/legal practice as they relate to study design and data collection. The individual may need to apply common-sense understanding to carry out detailed written/oral instructions. The individual may need to deal with problems involving work flow delays and still meet high standard of accuracy. The individual must possess the ability to manage time and maintain effective organizational levels for the position. The individual may need to make sound decisions in routine situations without supervision. The individual must be able to recognize when a situation should involve supervisory input/action and act upon that need.

**Computer Skills:**

Routine software and business applications including, but not limited to, word processing, spreadsheets, presentation software, and databases. Basic PC hardware and software, Windows OS, LAN and IP Functions, email systems and operations.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the individual is regularly required to talk or hear. The individual is frequently required to use hands to finger, handle or feel. The individual is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The individual must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The physical requirements described here are representative of those that must be met by an individual to successfully perform the functions of this position.

The individual is frequently required to sit and stand, talk and hear, and walk. The individual is to use hands to handle or operate objects, tools or controls and reach with the hands and arms. The individual is to use hand-eye coordination in operating computers and office equipment. The individual will need to have the ability to work with light objects such as staplers, phones, copiers, fax machines, communication radios and other small office equipment.

**Work Environment:**

The work environment characteristics described here are representative of those and individual encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the individual is occasionally exposed to risk of electric shock. The noise level in the work environment is usually moderate. The individual may work indoors in an office setting.

The individual may work outdoors and require the ability to climb stairs or traverse varying types of terrain. They may be exposed extreme heat, cold, wet and humid conditions. The individual may need the ability to work productively in an environment where noise levels could be distracting at times. The individual may need the ability to work with a high level of accuracy with frequent interruptions. The individual will need to work in a professional manner with fellow individuals and members of the public. The individual will need to work within teams or workgroups on Department related focuses/projects.

Form Updated: