

# Portage County Combined General Health District



## JOB POSTING

<b>Position:</b>	Environmental Health Specialist in Training / Registered Environmental Health Specialist ( <b>Food, Pools, Camps</b> )
<b>Division:</b>	Environmental Health Division
<b>Location:</b>	Ravenna, Ohio
<b>Job Status:</b>	Full-Time- Non-Exempt; Classified- 120 days probationary period.
<b>Work Schedule:</b>	Office Hours are Monday – Friday 8:00AM- 4:30PM. Hours may vary. May require some weekend and evening work.
<b>Salary Range:</b>	<b>Environmental Health Specialist in Training (EHSIT)</b> \$21.00 per hour
<b>Registered Environmental Health Specialist (REHS)</b>	\$23.00-\$28.00 per hour.
<b>Reports To:</b>	Natalie Menke, Environmental Health Supervisor

Are you passionate about public health and making a difference in your community? The Portage County Combined General Health District has an immediate opening for the position of **Environmental Health Specialist in Training or Registered Environmental Health Specialist**. If you're seeking a fulfilling career with work-life balance, professional growth, and the opportunity to positively impact community health, then we want to hear from you!

The Portage County Health District's Mission is to **promote** public health, **prevent** disease, and **protect** the environment, utilizing leadership and partnership to empower individuals and communities to achieve optimal health.

### Portage County Combined General Health District benefits:

- Schedules to support a work/life balance.
- Robust benefits including medical, dental, vision, an employee assistance program and more!
- Life insurance, short- and long-term disability options are also offered.
- Vacation time, personal time, sick time, and paid holidays.
- OPERS retirement system. The employee contributes 10% of their salary and PCHD contributes 14% of the employee's salary. Visit the OPERS website for more information.
- Employee Wellness Programs.
- Professional development opportunities and tuition reimbursement.
- A chance to contribute to community health and well-being!

### Job Description:

**Implement** environmental public health programs through, consultations, instruction, investigation, inspection, and evaluation in the field of environmental public health science to include, at a minimum, food safety, swimming pools, campgrounds & RV parks, private water, household sewage, semi-public commercial wastewater, solid & infectious waste, construction & demolition debris, body art, vector control, school health, and public health nuisance complaints. **Maintain** and **track** required inspections and activities for performance management purposes.

**Identify** information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events. **Gather** information by observing, receiving, and otherwise obtaining information from all relevant sources. **Evaluate** information to determine compliance with standards by using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards. **Monitor** processes, materials, or surroundings and reviewing information from materials, events, or the environment, to detect or assess problems. **Estimate** sizes, distances, and quantities; determining time, costs, resources, or materials needed to perform a work activity.

**Document and record** information in accordance with applicable regulations by entering, transcribing, recording, storing, or maintaining information in written or electronic form. Compile, code, categorize, calculate, tabulate, audit, or verify information or data. Use computers and computer systems (including hardware and software) to conduct inspections and field work, enter data, process and summarize information, write violations and issue notices, and write reports, create presentations. Undertake enforcement actions as needed.

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**Communicate** with supervisors, peers, or subordinates and people outside the organization, representing the organization to customers, the public, government, and other external sources. Assist in educational activities. This information can be exchanged in person, in writing, or by telephone or e-mail, and public presentations.

**Review plans and designs** for facilities and properties, as applicable, to ensure compliance with statutes and regulations. Perform **other** environmental public health related activities as necessary.

**Organizational Duties:**

Participate in quality improvement team projects and quality improvement training initiatives as applicable/required and incorporate the principles of quality improvement into daily work activities. Other duties as assigned. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Minimum Qualifications:**

- Valid driver's license, proof of insurance and reliable transportation
- Ability to pass drug screening and background check.
- Certificate of registration as a Registered Environmental Health Specialist issued by the Ohio State Board of Sanitarian Registration in accordance with Chapter 4736 of the Revised Code
- Bachelor's degree in environmental public health or equivalent.
- Must be able to have regular and reliable attendance.
- Operate a motor vehicle as needed to perform the essential functions.

**Skills/ Abilities:**

- Excellent verbal and written communication skills.
- Excellent interpersonal, leadership, and organizational skills.
- Creative and effective problem-solving skills.
- Ability to accept constructive feedback and to work collaboratively with employees, management, and other stakeholders.
- Proficiency with Microsoft Office Suite
- Ability to prepare meaningful, concise, and accurate reports.
- Ability to maintain confidentiality in accordance with laws and agency policies.

**Pre-Employment Testing Requirements:** Criminal Background Check, Pre-employment Drug Testing

**Work Environment:**

While performing the duties of this job, the typical work environment will consist of substantial field work as well as, an office setting. The various work sites could include uneven terrain, potential exposure to inclement weather, extreme temperatures, insects, wildlife, unpleasant smells or odors, excessive levels of dust and dirt or exposure to fumes, airborne particles, pesticides, toxins, raw sewage and other elements of outdoor work. The general office setting located in the Health District requires sedentary to light work which may include walking, climbing, reaching, and talking. Must be capable of lifting 30 pounds. The noise level in the work environment is usually quiet to moderate.

**Apply:**

Join our dedicated and mission-driven team at the Portage County Combined General Health District.

Interested applicants should submit the following:

1. Resume
2. Cover letter
3. [PCHD Employment Application](#)

**Deadline for Applying:** Open until filled.

All applicants offered positions with PCHD must submit to and pass a background check and drug screen before beginning work. Applicants with disabilities may contact Sarah Meduri, Director of Personnel and Administrative Services at [Smeduri@portagehealth.net](mailto:Smeduri@portagehealth.net) or 330-296-9919 ext. 109 to request and arrange accommodations.

**Posted:** November 4, 2024

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