



## Madison County Health Department

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**Tammy Cody, MHS**  
Health Director

**Melissa Roberson, MD**  
Medical Director

### **Environmental Health Specialist**

**Job Title:** Registered Environmental Health Specialist- Food and Lodging

**Salary:** \$35,000-\$53,000 Dependent on authorization level and years of experience

**Position Type:** Permanent, full time (40 hours per week)

**Location:** Marshall, NC

**Closing Date:** Open Until Filled

**Position Overview:** The primary focus of this position is in the Food, Lodging, and Institutions Program, with secondary focus in Public Swimming Pool, Child Care Sanitation, and Tattoo Programs. The purpose of this position is to promote and protect public health and the environment through education, surveillance, inspection, consultation, and enforcement of federal, state, and local laws, rules, and regulations in accordance with proper policies and procedures.

#### **Responsibilities:**

- Perform State mandated, unannounced sanitation inspections of Food, Lodging, and Institution, Public Swimming Pool, Child Daycare and Tattoo facilities.
- Investigate complaints related to permitted, or otherwise regulated facilities, as well as occurrences of illegal operation of facilities that may require permitting and/or inspections.
- Complete and maintain necessary records of these inspections and/or complaint investigations.
- Conduct consultative visits with current, or potential, establishment owners/operators to build rapport as well as to educate on Environmental Health requirements.
- Take appropriate permit action when facilities fail to comply with minimum sanitation standards, and/or when an imminent health hazard exists.
- Perform office duties involving correspondence with the public.
- Collect routine water samples for all regulated facilities.
- Participate in educational programs required to retain REHS status (minimum 15 hours of continuing education per year).

#### **Qualifications:**

- Working knowledge of environmental health law, rules, and procedures, as well as a complete understanding of the concepts of public health.
- Ability to exercise sound judgment and deal tactfully with a wide range of public contacts while enforcing public health laws and regulations.
- Ability to develop and express ideas and opinions concisely, comprehensively, and clearly in oral and written form.

Madison County Public Health: *EveryWhere, EveryDay, EveryBody*

- Ability to apply knowledge and techniques in the investigation of environmental health problems.
- Practical knowledge of microbiology, biology, chemistry, food science, epidemiology, soil science, entomology, and basic engineering technology as applied to environmental health practices.
- Working knowledge of the design of on-site waste and water treatment systems, food sanitation, food borne diseases, communicable diseases, vector control, protection of water supplies, and institutional sanitation
- Working knowledge of inspection methods and investigation techniques as applied in environmental health.
- Ability to analyze and comprehend a wide variety of technical and administrative regulations, records, and reports.
- General knowledge of the responsibilities of other agencies involved in the environmental health field, as well as knowledge of community resources.
- Advanced computer skills.
- Ability to independently plan and schedule work activities and perform assignments.
- Ability to work with others in solving the more complex environmental problems.

**Minimum Education and Experience Requirements:** Graduation from a four-year college or university with 30 semester hours of course work in the physical or biological sciences and two years of experience in environmental health; or a four-year or Master Degree in environmental health from a program which is accredited by the National Environmental Health Association and one year of experience in environmental health.

**Necessary Special Qualification/Requirement:** Registration as an Environmental Health Specialist by the N.C. State Board of Environmental Health Specialist Examiners. Completion of Orientation and Initial Internship Training and two years of experience at the Environmental Health Specialist level in a health department. Valid driver's license with driving record evaluation suitable for driving county owned vehicles.

**Physical Demands:** Must be able to physically perform the functions of standing, walking, stooping, crawling, fingering/typing, talking, sitting, bending, kneeling, climbing, grasping, hearing, handling, pushing, pulling, lifting, carrying, reaching and repetitive motions of the hands/wrists/feet. Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Must possess the visual acuity to prepare and analyze data and figures, perform extensive reading, and operate a computer terminal.

**Application Process:** Applicants should contact Kathy Price at the Madison County Health Department at (828) 649-3531 or e-mail : [kprice@madisoncountync.gov](mailto:kprice@madisoncountync.gov).

Resumes will not be accepted without the completed application. Application must include a summary of job duties performed and work experience. "See resume" on application is **not** acceptable. Must also supply verification of education and licensure/Certification if required.