

## Upper Missouri District Health Unit

**Position Title:** General Environmental Health Practitioner

**Functional Area:** Environmental Health/Protection Team

**Status:** Full-Time; Permanent; Exempt

**Compensation:** \$18.32 - \$22.90 DOE and Excellent Benefit Package

**MISSION:**

Provide a variety of professional environmental health services for UMDHU residents including individuals, families, businesses, community groups, municipalities/county governments, institutions/facilities and the general public.

**SUMMARY OF POSITION:**

Responsible for developing, implementing and enforcing health policies, using specialist technical skills and knowledge to maintain and safeguard standards relating to people's health and well being. The General Environmental Health Practitioner acts as advisors, educators, consultants, managers and enforcement officers, ensuring people are able to live, work and play in safe, healthy environments.

**COMPETENCIES REQUIRED:**

*The following competencies are required for this position:*

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<b>Communication</b>	Ability to provide accurate agency information to the public, community partners and clients and staff.
<b>Team Work</b>	Ability to work collaboratively with a wide array of individuals; provides input and constructive ideas to accomplish goals.
<b>Problem-Solving</b>	Ability to maximize available resources; ability to work independently to troubleshoot and solve problems and increase productivity.
<b>Self-Management</b>	Ability to work independently and with minimum supervision; ability to be self-motivated to accomplish tasks and meet deadlines.
<b>Planning &amp; Organizing</b>	Ability to be organized in workflow processes; ability to plan workload accordingly.
<b>Technology</b>	Strong computer and software program skills; ability to effectively utilize program/service technology to maximize productivity.
<b>Learning</b>	Open-minded, willingness to learn new concepts, processes and systems easily; seeks out new opportunities for professional growth.
<b>Initiative</b>	Motivated, self-starter, willing to contribute ideas to organizational mission; willingness to take

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responsibility for job duties and tasks.

**KEY PERFORMANCE INDICATORS:**

<b>Outputs</b>	<b>Key Performance Indicators</b>
<p>Conducts inspections and audits of assigned facilities/sites for compliance with applicable health codes in the district.</p>	<p>Conducts on-site inspections at assigned facilities to determine compliance with environmental health codes in accordance with established procedures. Performs follow-up inspections as required to monitor correction of non-compliance deficiencies in accordance with established procedures. Informs facility officials of inspection results and any corrective measures needed for achieving compliance in a timely manner. Conducts investigations into possible causes of illnesses based on accepted public health procedures and completes applicable reports in a timely manner. Prepares sampling plan and collects samples in accordance with established environmental health procedures. Notifies supervisor immediately when imminent health hazards are found.</p>
<p>Reviews and/or prepares applications, permits and technical reports.</p>	<p>Reviews, analyzes, and interprets various technical and/or scientific plans and reports as required; reviews permit applications; drafts, modifies and issues permits in accordance with established procedures; reviews field implementation of plans to ensure compliance with the environmental health laws, rules and regulations in accordance with established procedures.</p>
<p>Investigates and responds to complaints of potential health hazards and request for service.</p>	<p>Responds to complaints and requests for service from the public in a professional and courteous manner; investigates complaints and requests for service regarding specific environmental health issues in a timely manner.; upon discovery of non-compliance conditions, initiates appropriate action to resolve the condition in an expeditious manner; notifies the complainant of investigation results in a timely manner; promptly refers</p>

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	<p>individuals to other appropriate agencies or resources for problem solutions.</p>
<p>Initiates, negotiates and implements enforcement and other actions as appropriate.</p>	<p>Gathers evidence and initiates appropriate enforcement action to bring a noncompliant facility/property into compliance in an expeditious manner; participates in negotiations with the regulated community to resolve noncompliance issues as required; monitors the progress of compliance schedules, maintains accurate status records and initiates enforcement actions as the situation warrants; provides factual testimony in formal legal proceedings; acts as a witness, provides case support to the legal community and provides technical and regulatory support for criminal or civil investigations as required.</p>
<p>Provides technical assistance and regulatory interpretation of environmental health codes.</p>	<p>Provides limited training to less experienced associates in inspections and regulatory responsibilities as required; assists in conducting public health educational activities at schools, facilities, professional association meetings and for individuals when requested; participates in public hearings and meetings to provide technical expertise regarding environmental health issues as required; provides ongoing consultation to the public, regulated community and enforcement personnel regarding the intent of environmental health codes; assists in the administration and coordination of certification programs as required; assists with the revision of environmental health rules and regulations according to established guidelines.</p>
<p>Assists with response to environmental health emergencies and episodes and/or conducts health and safety evaluations.</p>	<p>Responds to environmental health emergencies and conducts safety evaluations according to established guidelines; evaluates environmental health and safety risks at controlled and uncontrolled sites and selects a level of safety for conducting required work; utilizes assessment models to determine potential risk and makes protective action recommendations; reports and documents immediately any exposures to hazardous and unsafe conditions.</p>

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<p>Assists in the implementation of comprehensive injury prevention and safety programs.</p>	<p>Assists with data collection and evaluation according to established procedures; performs injury prevention activities in accordance with acceptable health and safety practices; monitors and assesses progress and acceptability of programs according to established procedures.</p>
<p>Performs administrative duties to include data management, general correspondence, and equipment maintenance.</p>	<p>Completes required forms and reports according to local protocols and standards of promptness; manages equipment and supply inventories to conduct monitoring and analytical procedures as needed; assists with generating periodic statistical reports used to evaluate program's effectiveness and determine the performance of individual facilities; assist with managing multiple data bases and prepares information or special reports as requested by the federal, state, and local government or other interested parties; prepares and issues compliance letters and other general correspondence as required.</p>
<p>Maintains knowledge of current policies, laws, trends and developments in the field and applies pertinent new knowledge to performance of other responsibilities.</p>	<p>Participates in agency and state meetings as required to maintain knowledge of environmental health programs; reads, interprets, communicates and applies information disseminated from policy directives; reads and evaluates professional literature as appropriate to maintain current knowledge of environmental health issues; incorporates knowledge of pertinent new trends and developments into the performance of other responsibilities; participates in professional development to stay current with technologies and environmental health laws and regulations.</p>

**SPECIFICATIONS:**

**Qualifications (Essential):**

Bachelor's Degree in an accredited environmental health curriculum or a baccalaureate degree in the physical, chemical, or biological sciences, including at least 30 semester or 45 quarter credits in the physical, chemical or biological sciences.

**Knowledge, Skills and Experience (Essential):**

Possess or be eligible for obtaining licensure as an environmental health practitioner in accordance with ND Century Code

Ability to establish and maintain cooperative relationships with co-workers, representatives of other organizations, clients and the general public

Ability to communicate effectively, both orally and in writing

Ability to think logically and creatively, and to make independent decisions

Ability to work flexible hours including nights and weekends and travel in and out of the district

Computer skills necessary for communication and program/service delivery and evaluation (i.e., Outlook, Word, Excel and Access)

**Knowledge, Skills and Experience (Desirable):**

Three or more years of public health experience

Thorough knowledge of, and ability to apply public/environmental health laws, principles and methods

Knowledge of best practices in environmental health service delivery

Ability to direct and teach public health staff

Ability to evaluate the effectiveness of environmental health services and identify unmet needs within the community

**Requirements:**

- Valid Driver's License free of any major traffic violations for the last three years, and access to personal transportation with appropriate insurances;
- Ability to work Monday through Friday 8-5 with some flexible hours including nights and weekends as required;
- Ability to travel throughout four-county district; and outside of district for training/meetings/conferences;
- Ability to complete (1) year probationary period and (6) month review.

**ORGANIZATIONAL RELATIONSHIPS/AUTHORITY:**

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### **ORGANIZATIONAL RELATIONSHIPS:**

#### **Reports To:**

Directly to Environmental Health Manager/Protection Team Leader

#### **Manages:**

This position does not have direct supervision responsibilities.

#### **Internal Contacts:**

Executive Officer, Environmental Health Manager (Protection Team Leader), Health Promotions Manager (Promotion Team Leader), Fiscal Manager, District Nutritionist, Emergency Preparedness & Response Coordinator, Administrative Assistant and other staff members as appropriate and necessary.

#### **External Contacts:**

State of North Dakota Department of Health, Williams County, McKenzie County, Mountrail County, Divide County, City of Williston, all local and regional healthcare systems, all local health clinics, State of North Dakota political appointees, County Commissioners, and other community organizations and residents of the service area.

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### **ORGANIZATIONAL AUTHORITY:**

#### **Decisions made in the position:**

Independent decision making is crucial in this position for determining courses of action for identified health hazards, gaps in environmental health infrastructure, and concluding investigations and compliant resolutions.

#### **Decisions referred:**

This position will defer decisions related to budgetary requirements; grant changes/challenges, and other general programming, policy or procedural issues to immediate supervisor.

### **OCCUPATIONAL HEALTH AND SAFETY:**

Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- Active participation in activities associated with the management of workplace health and safety

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- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Correct utilization of appropriate personal protective equipment as required
- Up-to-date immunizations including annual Influenza immunization

### **GENERAL RESPONSIBILITIES:**

Under direct supervision, the General Environmental Health Practitioner performs environmental health inspections for the Public Health District and recommends enforcement actions as needed. This position is responsible for investigating complaints and provides environmental health education and technical assistance to the general public, regulated community and officials. The EHP is responsible for assisting in the implementation of county-wide programs for compliance, monitoring, enforcement and corrective action in conjunction with environmental health laws, rules and regulations. The EHP may serve as compliance officer and liaison between Upper Missouri District Health Unit and facilities, municipalities, institutions, organizations, private sector businesses, county and state agencies. This position is responsible for interpreting local, state and federal environmental health laws and regulations.

### **ACKNOWLEDGEMENT:**

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.