

**CONNEAUT CITY BOARD OF HEALTH
ENVIRONMENTAL HEALTH DIRECTOR**

JOB DESCRIPTION

FUNCTION

Performs the necessary Environmental Health Director / Registered Sanitarian functions to permit efficient operations of the Environmental Health Division of the Conneaut City Health Department. The Environmental Health Director (E.H.D.) shall have specialized knowledge, training and experience in the field of environmental health science with the primary purpose of improving or conducting administration or enforcement under the ORC and the Conneaut City Board of Health.

The Environmental Health Director works under the general administrative direction of the Health Commissioner.

DUTIES AND RESPONSIBILITIES

The Environmental Health Director will administer, implement, and be responsible for the enforcement of state and local environmental laws, rules, codes, and regulations.

Public Health principles to control, eliminate, and/or prevent environmental health hazards will be utilized.

The E.H.D. works with information considered by law to be confidential as well as sensitive information and shall not divulge any such information obtained in the health department offices or Board of Health meetings. He/she shall maintain compliance with HIPAA laws and confidentiality with all confidential records.

- 1.) Plan, develop, implement, direct, and evaluate all the environmental programs including;
 - a.) Food Service Operations
 - b.) Retail Food Establishments
 - c.) Campgrounds
 - d.) Marinas
 - e.) Public Swimming Pools
 - f.) Private Water Systems, Water Haulers
 - h.) Household Sewage Treatment Systems
 - i.) Food Vending Machines
 - j.) City Jail Inspections
 - k.) School Inspections
 - l.) All State Mandated programs, including Body Art Establishments
 - m.) Abatement of Public Health Nuisances
- 2.) Performs environmental inspections, consultations, and investigations for the Conneaut City Health Department.
- 3.) Maintains accurate records of all inspections, consultations, investigations.

- 4.) Ensures that each environmental program includes compliance procedures and requirements for enforcement actions (including but not limited to legal actions).
- 5.) Works with the Health Commissioner in the administration, implementation and enforcement of laws and regulations of the Ohio Department of Health.
- 6.) Will submit all required reports to the Ohio Department of Health, and any other mandated reporting agencies.
- 7.) Participates in policy development for the environmental health division.
- 8.) Participates in the budget process as it relates to the environmental division.
- 9.) Recommends purchase of necessary equipment and supplies.
- 10.) Attends the monthly Board of Health meetings and reports all public health environmental activities. Keeps the Board of Health informed of all important information.
- 11.) Provides and assists with health education for environmental programs such as lead abatement, food safety, and abatement of nuisances
- 12.) Will be available for emergencies including possible disease outbreaks or other types of public health emergencies or threats on a 24/7 basis..
- 13.) Is on the after-hours call list for reporting Class A communicable disease and other public health emergencies.
- 14.) Makes appropriate referrals for citizens in need of assistance from other agencies and will work closely with representatives of those agencies as needed.
- 15.) Is a part of the Health Alert Network, receives and provides health alert information to/from major stakeholders.
- 16.) Attends continuing education programs as mandated by the Board of Registered Sanitarians and as directed by the Health Commissioner.
- 17.) Participates in all city, county, and regional exercises for bio-terrorism. Is a representative for the health department on the Regional Public Health Response team.
- 18.) Acts as Safety Officer for the Health Department.
- 19.) Will participate in community environmental health programs (i.e. ORV, WNV surveillance, rabies education, animal safety, etc.) as available and as directed by the Health Commissioner.
- 20.) Will investigate and report all food-borne and water-borne diseases in the time frame required by law
- 21.) Represents the Conneaut City Health Department as required and as needed.
- 22.) Performs additional duties as assigned by the Health Commissioner.

Employee of the Conneaut City Board of Health

Salary and hours determined by the Conneaut City Board of Health

SKILLS AND ABILITIES

Current license as a Registered Sanitarian in the State of Ohio

Three (3) years experience as a Registered Sanitarian in public health is preferred.

Must hold a valid Ohio Drivers License and have own transportation during regular working hours.

Skills Include, but are not limited to:

1. Provide leadership to the health department and the community relating to environmental health.
2. Ability to make decisions in order to solve problems or emergency situations.
3. Ability to plan and implement environmental health programs.
4. Ability to contribute to the growth of public health and help maintain the positive image of the Board of Health and its positive role in our community.
5. Ability to react and respond to the ever-changing public health demands.
6. Ability to communicate effectively with the public using good communication skills.

Requirements for Registered Sanitarian Registration

Education- Baccalaureate degree from an accredited college including 45 quarter units or 30 semester units of sciences courses approved by the Board. Science courses approved by the Board are in the areas of biology, chemistry, physics, geology, or mathematics.

Experience- Two years of experience as a sanitarian. Exception: if the applicant has a degree higher than a baccalaureate degree or completed a major in environmental health which included a Board approved internship program, one year experience as a sanitarian is required.

Examination- Achievement of passing score on the Environmental Health Proficiency Examination (P.E.S.)

Requirements for Sanitarian-In-Training Registration

A baccalaureate degree from an accredited college including 45 quarter units or 30 semester units of science courses approved by the Board. Science courses approved by the Board are in the areas of biology, chemistry, physics, geology, or mathematics. The Sanitarian-in-Training certificate is a limited certificate. A sanitarian-in-training may engage in the practice of environmental health provided he/she is supervised by a registered sanitarian.

According to Section 4736.10 of the Ohio Revised Code:

“A sanitarian-in-training shall apply for registration as a registered sanitarian within three years of his registration as a sanitarian-in-training. The Board may extend the registration of any sanitarian-in-training who furnishes, in writing, sufficient cause for not applying for registration as a sanitarian within the three year period.”

Application Fees- (for R.S. and S.I.T.) Contact the Registration Board for current fees.

Renewal Requirements- Registered sanitarians and sanitarians-in-training are required annually to complete eighteen (18) hours of continuing education in subjects relating to practices of the profession as a sanitarian to the end that the utilization and application of new techniques, scientific advancements and research findings will assure comprehensive service to the public.

Approved by the Conneaut City Board of Health on April 13, 2005

Revised and reviewed at the 12-14-2011 BOH meeting

Reviewed and approved 1-9-2013

Reviewed and approved 1-8-2014

Reviewed and approved 1-14-2015