

## **CLINTON COUNTY ENVIRONMENTAL HEALTH DIRECTOR JOB POSTING**

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- DATE:** January 30, 2015
- POSITION:** Environmental Health Director
- PAY:** \$48,000 to \$55,000 commensurate with experience
- LOCATION:** Clinton County Health Department, Clinton County DeWitt Satellite Office
- WORK HOURS:** 8:00 a.m. to 4:30 p.m.; Monday through Friday; some evenings and weekends required
- DESCRIPTION:** This position will be responsible for enforcement of all state and local environmental health regulations as well as supervision of office staff.

### **APPLICATION PROCESS:**

- A complete job description is attached and is also available from Human Resources.
- Please submit a cover letter and resume, along with a Clinton County application to Human Resources by 4:30 p.m., February 13, 2015.
- County applications are available in Human Resources or by visiting the county website [www.clintoncounty-ia.gov](http://www.clintoncounty-ia.gov)

Clinton County, Iowa  
Job Description

Clinton County Board of Health

Job Title:	Environmental Health Director	Job Code: N/A
Department:	Board of Health	Pay Grade: N/A
Reports to:	Board of Health	FLSA: Exempt
Salary Range		

**SUMMARY:**

Enforce all state and local environmental health regulations and supervises department staff.

**Essential Job Duties and Responsibilities:**

- Issues permits or licenses, performs inspections, handles complaints and provides technical information to public and contractors relating to sewage disposal, private water supply and food service regulations.
- Provides rabies control by following up on reported animal bites. Contacts animal owner and attempts to detain animal.
- Performs private water supply sampling.
- Inspects and enforces applicable regulations depending upon the complaint. Refers to proper agency when necessary.
- Researches and writes grant applications. Performs regulatory reporting.
- Performs miscellaneous office duties such as correspondence, data entry and setting up programs to record all licenses, permits and renewals.
- Maintains a continuing knowledge of state and local laws, procedures, rules and regulations.
- Responds to hazardous spills endangering water supplies or groundwater.
- Attends all related meetings and conferences.
- Applies professional level knowledge of the principles of natural and physical sciences applicable to environmental health and sanitation; public health sanitation practices; the transmission of diseases associated with environmental health and sanitation problems; state laws, rules and regulations relative to environmental health and sanitation; the operation of various water supply systems and water treatment facilities; waste treatment and disposal systems.
- The above duties are not intended to be an exhaustive list of all responsibilities and duties required for this position.

**Minimum Qualifications Requirements - (Education and Experience):**

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Associate of Arts degree and five (5) years of experience enforcing state and local environmental health regulations. Must have knowledge of state and local environmental health laws.

### **Minimum Qualifications – (Knowledge, Skills and Abilities):**

#### Supervisor Skills:

- Supervises and delegates job duties to the Environmental Services staff. Ensures that work performed follows proper policies and procedures.

#### Language Skills:

- Ability to communicate effectively, orally and in writing with public officials, business people and the general public.
- Ability to read and comprehend general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

#### Mathematical Skills:

- Ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

#### Reasoning Ability:

- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to collect, compile, and interpret data relative to environmental health and sanitation conditions.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to maintain confidentiality and security of County information as appropriate.

### **Work Environment:**

- Noise – Moderate (example: business office with computers and printers, light traffic)
- Exposure to elements such as heat, cold, snow, ice, and rain. Field work is split about 50/50 percent.

### **Physical Demands:**

- Standing – Approximately less than 1/3 of on-the-job time.
- Walking – Approximately less than 1/3 of on-the-job time.
- Sitting – Approximately greater than 2/3 of on-the-job time.

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- Use of hands to finger, handle or feel – Approximately greater than 2/3 of on-the-job time.
- Reaching with hands and arms – Approximately less than 1/3 of on-the-job time.
- Stoop, kneel, crouch, or crawl – Approximately less than 1/3 of on-the-job time.
- Weight lifted/force exerted – Occasionally requires lifting objects up to 50 pounds.
- Talking or hearing – Approximately greater than 2/3 of on-the-job time.
- Vision – Most tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals.

### **Certificates, Licenses, Registrations:**

- Must possess a valid Driver's License

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.