

NORTHAMPTON COUNTY HEALTH DEPARTMENT  
NOTIFICATION OF VACANCY

Department: Northampton County Health Department

Position Title: Environmental Health Specialist

Position Grade: 68

Normal Hiring Range: \$47,000.00 - Negotiable

Posting Date: 12/20/2023

Contact: Cheryl Warren

Deadline for Applying: until filled

See attached for detailed job description.

Mail State PD-107 applications to: Northampton County Health Department  
Att: Cheryl Warren  
P.O. Box 635  
Jackson, NC 27845

**MUST SUBMIT STATE APPLICATION PD-107**

**Northampton County is an Equal Opportunity Employer and Hires Only U.S. Citizens and Lawfully Admitted Aliens.**  
**Northampton County is a Drug-Free Workplace. All Candidates Will Be Subject to Background Checks/Drug Testing as A Condition of Employment**

**Position #511-56-602**

**I. A. Primary Purpose of Organizational Unit:**

To protect the public health of the citizens of Northampton County through education, surveillance, consultation, inspection and enforcement of state and local environmental health laws and regulations.

**B. Primary Purpose of Position:**

The primary purpose of this job is to maintain acceptable levels of sanitation in all applicable food, lodging and institutional establishments in water supplies and sewage disposal systems.

**C. Work Schedule:**

Monday thru Friday, 8:30am to 5:00pm.

In the event of a disaster or emergency situation (e.g. hurricanes, flood, severe winter storms, widespread damage or human suffering) affecting any community in Northampton County, employee shall perform after hours duties and special assignments as directed by supervisor or by the health director whether or not such duties or assignments are related to the employee's regular duties.

**D. Change in Responsibilities or Organizational Relationship:**

**II. A. Description of Responsibilities and Duties:**

45% Make on-site inspections for issuing an improvement permit for sewage disposal systems. Performs a site evaluation according to current laws and rules for sanitary sewage collection, treatment and disposal, which includes using a soil auger and boring holes to a depth of 48 inches in the area to be used for the sewage system. The site evaluation includes topography, soil characteristics, soil drainage, soil depth, restrictive horizons and available space. If the site is found to be suitable, using all criteria in the regulations, the size and layout of the sewage disposal system is determined, and an improvement permit is issued. After the system has been installed, it must be inspected to assure that it has been installed properly and a certificate of completion is issued.

Attend training seminars conducted by the NC Dept of Environmental Health and Natural Resources, UNC School of Public Health, CDC and other agencies, as required and assigned, and obtain the minimum of 15 hours of continuing education as required to maintain registration.

Investigate health related complaints as assigned by supervisor, write letters subject to supervisor's approval, and make follow-up inspections.

25% Permit, visit, inspect and establish a sanitary rating for establishments under the sanitation supervision of this department including food and drink stands, restaurants, school lunchrooms, hospitals, rest and nursing home, residential care homes, lodging places, meat markets, schools, day care centers, local confinements, bed and breakfast facilities, swimming pools and other establishments in accordance with the applicable rules and regulations of the Dept. of Environmental Health and Natural Resources. The original grade sheet is given to the owner/operator and the violations or deficiencies are explained and the grade card posted. One copy of the grade sheet is forwarded to the Dept of Environmental Health and Natural Resources at the end of the month and the other copy is retained for our records and files. Consult, advise and assist owners, managers and personnel in proper sanitation procedures and techniques and the promotion of good food handling practices.

20% Collect water samples for various laboratory analysis. When warranted, determine the source of contamination; recommend corrective action to be taken; re-sample water supply when repairs have been completed. Permit new and replacements well as required (residential wells).

10% Time is spent in the office recording daily activities report, assisting in the maintenance of records and files, letter writing and consulting with supervisor concerning specific sanitation problems.

**III. A. OTHER POSITION CHARACTERISTICS:**

**1. Accuracy Required in Work:**

All phases of this position require extreme accuracy designing sewage disposal systems, making inspections of food, lodging and institutions, investigating complaints, using correct procedures in collecting water samples etc.

**2. Consequence of Error:**

There are many consequences such as law suits, failing sewage systems, monetary loss due to errors made in misinterpreting rules and regulations, and failing to take proper action could cause sickness or disease.

3. **Instructions Provided to Employee:**  
General instructions both verbal and written giving established procedures, policies, etc. are given. Both are detailed, some general, some specific. Employees work relatively independent on their assignments.
4. **Guides, Regulations, Policies and References Used by Employee:**  
NC Dept of Environmental Health and Natural Resources, Division of Environmental Health Rules Governing the Sanitation of: Restaurants and Other Food handling Establishments, Meat Markets, Hospitals, Rest/Nursing Homes, Schools, Local Confinement Facilities, Residential Care Homes, Child Day Care Facilities, Lodging Establishments, Bed and Breakfast Establishments, Swimming Pools and Sanitary Sewage Collections, Treatment and Disposal. Policies adopted by the Division of Environmental Health and Northampton County. Ordinances adopted by the Northampton County Board of Health, Procedures and Practices of Northampton County Health Dept.
5. **Supervision Received by Employee:**  
Daily, weekly and monthly review of sanitarians records and reports are performed to ensure that established and mandated standards are being met and followed. Observations while work is in progress and review of completed work when accomplished are made. Annual performance evaluation.
6. **Variety and Purpose of Personal Contact:**  
Personal contact consists of others in the health dept, telephone contact, radio contact, septic tank contractors, property owners, managers of businesses and institutions, the general public and other county employees. The most difficult problems that arise are when owners/operators do not comply with the rules and regulations or they receive a low grade; also, property owners become upset when improvement permits are denied for a sewage disposal system.
7. **Physical Effort:**  
The physical effort required in this job includes: walking, bending, boring holes with an auger to a depth of 48 inches and lifting well covers. Most, if not all of the above is required daily.
8. **Work Environment and Conditions:**  
Time is spent daily in the office. Otherwise work is performed outside the health dept, working outside in both hot and cold weather extremes, rain or shine. In addition, difficult terrain or filth are encountered. Employees have contact with antagonistic and uncooperative persons and decisions rendered in some cases result in considerable emotional stress. Infrequently there may be the potential of encountering harmful acts from others. In that event, the Sheriff's Dept is available to assist us.
9. **Machines, Tools, Instruments, Equipment and Materials Used:**  
Primary tools used: auger, engineers' level, probe, thermometers, chlorine test papers, light meter, tile probe, measuring tape, telephone, radio, copier, fax, calculator.
10. **Visual Attention, Mental Concentration and Manipulative Skills:**  
During an evaluation of a lot for a sewage system, an inspection of a food or lodging establishment or institution, investigating a complaint and making well inspections, much attention and concentration is required for details so that it can be put down on paper afterwards.
11. **Safety for Others:**  
Northampton County Health Department Safety Manual is accessible to all employees. Covers Responsibilities and Authority, Employee Awareness, Maintenance of a Safe Work Environment, Emergency Planning, Preventive Services, Protective Materials, Chemical Hygiene, Bloodborne Pathogens Exposure Control, Record Keeping and Communication of Hazards.
12. **Dynamics of Work:**  
Changes are frequently made to the State Rules and Regulations and improvements made to local policies and procedures which must be implemented into the daily routine as they occur.

#### **IV. KNOWLEDGES, SKILLS & ABILITIES AND TRAINING & EXPERIENCE:**

##### **A. Knowledges, Skills & Abilities:**

Working knowledge of environmental health laws, rules and procedures, as well as a complete understanding of the concepts of public health law. Practical knowledge of microbiology, biology, chemistry, food science, epidemiology, soil science, entomology and basic engineering technology as applied to environmental health practices. General knowledge of community resources. Working knowledge of the responsibilities of other agencies involved in environmental health work. Working knowledge of the interrelationship between socio-economic factors and treatment systems, food sanitation, food borne diseases, communicable diseases, vector control, protection of water supplies, solid waste management 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. Ability to exercise sound judgment and deal tactfully with a wide range of public contracts while enforcing public health laws and regulations. Ability to motivate and educate business and property owners and the consuming public in matters related to protecting and promoting public health. Ability to present formal environmental health training programs. Ability to develop and stress ideas and opinions concisely, comprehensively and clearly in oral and written form. Ability to independently plan and schedule work activities. Ability to apply environmental health knowledges and techniques in the investigation of environmental health problems.

##### **B. Required Minimum Training:**

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's degree in environmental health from a program which is accredited by the National Accreditation Council for Environmental Health Curricula of the National Environmental Health Association and one year of experience in environmental health. Completion of the State Environmental Health Specialist/Intern Orientation Program. Trainee appointment requires: Graduation from a four-year college with a minimum of 30 semester hours of course work in the physical or biological sciences. Eligible to be registered as a Sanitarian Intern by the NC State Board of Sanitarian Examiners, which includes successful completion of orientation/initial field training arranged by NC DEHNR, Division of Environmental Health.

##### **C. License or Certification Required by Statute of Regulations:**

Registered as a Sanitarian by the NC Board of Sanitarian Examiners or eligible to be registered as a Sanitarian Intern. Valid NC Driver's License.