



# Boone County Health Department

**Public Health**  
Prevent. Promote. Protect.

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*The mission of the Boone County Health Department is to serve our community by preventing the spread of disease, promoting optimal wellness & protecting the public's health.*

## JOB DESCRIPTION

### GENERAL INFORMATION:

<b>Job Title</b>	Licensed Environmental Health Practitioner (LEHP)
<b>Working Job Title (if different)</b>	
<b>Department</b>	Environmental Health
<b>Revised Date</b>	August 2017
<b>Reports To</b>	Departmental Director
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY:

The Environmental Health Practitioner/Sanitarian promotes individual and population public health by providing the essential services of public health within a variety of settings. Responsibilities include: inspecting properties, businesses or homes; collecting samples; identifying health and environmental hazards, assists in food-borne and waterborne illness outbreak investigations; providing community health education and health promotion activities; ensuring compliance with a broad range of current local health and environmental codes, regulations and policies; participating in multi-faceted health or environmental projects; and providing technical assistance and information to individuals, families and groups regarding public health and environmental issues. This position requires knowledge of public health and environmental science.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under general supervision and/or as part of various workgroups and teams, the Environmental Health Practitioner/Sanitarian performs the following functions within the framework of Boone County Health Department's provision of the core functions and essential services of public health.

#### Public Health Sciences:

- Conducts routine/required inspections (food, housing, tanning, nuisance, demolition, real estate loans, site verifications, pumper truck, and land application sites) and/or audits to ensure compliance of existing local and state public health and environmental codes, regulations and policies (i.e., private sewage treatment and disposal, vector control, indoor air quality, private water supplies, and public nuisances).
- Provides health education and technical assistance to individuals and/or groups regarding compliance with current local public health and environmental codes, regulations and policies, such as new well inspections and homeowner education regarding wells and private sewage disposal systems. Supervises homeowner well sealing.
- Investigates complaints regarding environmental health problems and environmental health hazards and initiates enforcement or corrective actions as required.

- Collaborates in the development and delivery of programs and activities that promote health and prevent disease, in settings including, but not limited to the departmental office, homes, community organizations and businesses, schools, and the community in general.
- Collects water samples for laboratory analysis to ensure compliance of existing local and state public health and environmental codes, regulations and policies.
- Reviews plans for establishments (septic, well, building additions, pools, and food), and reviews soil bore reports and sizes septic systems through interpretation of soils data.
- Participates in response teams to prevent, minimize, and contain adverse health events and conditions resulting from communicable diseases; food-, water-, and vector-borne outbreaks; chronic diseases; environmental hazards; injuries; and health disparities.
- Collaborates in the development of and contributes to individual, team, and Departmental quality improvement, performance management and evaluation activities.

#### **Community Divisions of Practice:**

- Educates the public on environmental health issues and the public health rationale for environmental health regulations. Advises improvements or corrections necessary to assure compliance with applicable laws, rules, and regulations.
- Explains State laws, local ordinances, rules, and regulations, and offers guidance of sanitation practices and principles.
- Provides environmental health information, interpretation, technical assistance and regulatory compliance advice to individuals, group's industry organizations, the general public and other agencies regarding local public health environmental codes, regulations, policies, and identified environmental health problems.
- Provides orientation to staff, students and other health and human service professionals in the community regarding environmental public health practices.
- Participates in Boone County Health Department research and demonstration projects that seek to improve the health of communities and determine new ways to address health issues.
- Participates in organizing and conducting training programs in environmental health practices for contractor groups.
- Contributes to a work environment that fosters ongoing educational experiences regarding public health for colleagues, nursing and other health-related students, healthcare professionals and members of the community.
- Educates local and state policy makers and community stakeholders on public health issues.
- Collaborates with other health personnel in epidemiological investigations and control.
- Communicates with septic contractors to perform septic finals/discuss submitted septic plans and with water well contractors to discuss completion reports/to set up appointments.
- Generates outgoing letters and reports for all programs including records of inspections, septic as-built drawings, investigations, and correspondence.

#### **Analysis and Assessment:**

- Collaborates in BCHD's community health assessment and health improvement planning and intervention activities as needed.
- Collects samples, conducts field tests, collects and analyzes environmental public health data; interprets results and makes recommendations for corrective action(s).
- Assists with and makes collections of data, documentary evidence, etc., for use in the prosecution of cases of noncompliance and epidemiological investigations.
- Participates in epidemiological investigations of food borne illness outbreaks or other suspected patterns of morbidity and mortality.

#### **Leadership and Systems Thinking:**

- Demonstrates knowledge of applicable professional guidelines for Licensed Environmental Health Practitioners and other Federal and State laws and regulations applicable to practice as an environmental public health professional in the state of Illinois.
- Assists the Departmental Director and City and County Attorneys to update and rewrite ordinances.
- Adheres to applicable Occupational Safety and Health Administration standards, such as those concerning exposure to blood borne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies.
- Contributes to a work environment where performance management, continuous quality improvements in service and professional practice are pursued.
- Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups.

#### **Policy Development and Program Planning:**

- Coordinates environmental public health activities with professionals and investigators from other agencies and jurisdictions, including, but not limited to, the Illinois Department of Public Health (IDPH) and the Illinois Department of Natural Resources. Advises civic and other officials in development of environmental health laws and regulations.
- Coordinates enforcement activities between other government departments, such as Boone County Planning, Zoning, and Building which enforce laws and regulations to protect the public's health.
- Collaborates in the development of environmental-best management practices, regulations and cost-effective options in collaboration with businesses, trade associations, agencies, staff and the public.
- Collaborates in the development, implementation and evaluation of long and short range policies, procedures, plans and programs for environmental public health in Boone County. In conjunction with the Director of Environmental Health, confers with government, community, industrial, emergency response and private organizations to interpret and promote environmental health programs.

#### **Communication and Cultural Competency:**

- Delivers targeted, culturally-appropriate information to help individuals and groups understand local environmental public health policies, regulations and code.
- Maintains weekly contact with homeowners and real estate agents, builders, tanning, and the general public.
- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles and physical abilities. Examples of methods may be: one on one, group sessions, media interviews, story boards, the website and Facebook.
- Adheres to ethical principles and Boone County Health Department policy in the collection, maintenance, use, and dissemination of data and information.

#### **Financial Planning and Management:**

- Collaborates in activities such as time studies that contribute to the development of budgets and the efficient use of resources.

#### **Other Duties Include:**

- Maintains, updates and uses computerized data management systems.
- Generates scale drawings of septic/well installations "as built."
- Performs public health emergency response duties as assigned and consistent with training provided and job classification, in response to threats to the public's health.
- Participates in Department and community emergency response training and drills consistent with job classification in support of public health emergency and disaster preparedness.

- Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups and contributing to a work environment where continual improvements in practice are pursued. Receives in-service training and ensures LEHP continuing education unit (CEU) requirements are met as required. Assists and fills in for the Director of Environmental Health and the Health Inspector as needed.
- This position will be responsible for using quality improvement (QI) and performance management (PM) processes and/or techniques to improve the effectiveness of the respective public health program. This includes, but is not limited to: creating, implementing, and evaluating performance standards and identifying, implementing, and assessing program quality improvement processes.
- Performs other duties as assigned consistent with job classification.

### **BEHAVIOR EXPECTATIONS:**

- Treats others with courtesy and respect in all interactions.

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

#### **Education, Licensure, Certifications, Experience:**

- Bachelor's degree (B.A.) related to the field of Health/Environmental/Planning from a four-year college or university with a concentration of study in natural science.
- A minimum of 30 credit hours in basic sciences with at least three (3) hours in each of the following areas: physical sciences, chemical sciences, biological sciences, and math.
- Other education may be acceptable as allowed by the LEHP licensure requirements.
- National Incident Management System (NIMS)/Incident Command System (ICS) 100, 200 and 700.a certification within four (4) months of employment.
- 2 years' experience as an Environmental Health Practitioner or equivalent preferred.
- Valid Illinois driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.
- Required: Environmental Health Practitioner License (LEHP).
- Food Service Sanitation Certification (Food Certified).

#### **Knowledge and Skills:**

- Knowledge of the core functions and essential services of public health, public health principles and disease process.
- Knowledge of environmental sciences and environmental public health principles.
- Basic understanding of environmental public health protection programs, laws, regulations, policies, and processes in Illinois and Boone County.
- Knowledge of data collection, analysis and interpretation techniques.
- Knowledge of federal, Illinois State and local environmental regulations that are applicable to a practitioner in a local public health agency.
- Knowledge of code enforcement techniques and evidence gathering.
- Knowledge of safety procedures for handling hazardous materials.
- Knowledge of regulatory and technical monitoring and investigation methods.
- Knowledge of valid sample procedures and protocol.
- Demonstrates basic mathematical calculations.
- Demonstrates effective written and oral communications, including conveying technical information to non-technical community members.
- Demonstrates ability to interpret and apply public health protection regulations.
- Knowledge of conflict resolution techniques and its applications.
- Demonstrates ability to work independently and in teams.

- Demonstrates basic knowledge and use of computerized data management systems.
- Demonstrates knowledge of and usage of field equipment.
- Knowledge of emergency preparedness - at home, work and in the community.
- Knowledge of incident command structure and its use.
- Demonstrates fluency in reading, writing, speaking, understanding and listening to the English language. Demonstrates ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Demonstrates ability to write reports, business correspondence, and procedure manuals.
- Demonstrates ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Demonstrates ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Demonstrates ability to write speeches that conform to prescribed style and format and to effectively present information to top management, public groups, and/or boards of directors and contractors.
- Demonstrates ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; demonstrates ability to apply concepts of basic algebra and geometry.
- Demonstrates ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Demonstrates ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Demonstrates ability to assess a variety of situations and conditions and make reasonable decisions based on regulations and the potential impact on public health.

**Due to the need for all Health Department personnel to respond to public health emergencies, the employee must be assessed for his/her ability to meet the physical demands of performing the following activities:**

- Must be able to be fitted and wear NIOSH 95 mask.
- Engage in the following movements: Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling and writing and repetitive motions. Ability to walk on rough ground, such as at construction sites, and ability to climb in and out of trenches.
- Exert up to 30 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.
- Hearing ability sufficient enough to communicate with others effectively in person and over the phone. Strong listening skills are required to listen to monitoring pipes.
- Visual ability must be sufficient enough to read typewritten documents, computer screen and drive a car. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

If unable to demonstrate these abilities based upon a standardized, objective assessment performed by external occupational health professionals, all reasonable accommodations will be made, in compliance with the Americans with Disabilities Act and other applicable Federal and Illinois law.

## **WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:**

**General office setting in health department facilities, as well as community sites including clients' homes and restaurants or other workplaces.**

Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. While performing duties of this job, the employee is frequently exposed to outside weather conditions (wet and/or humid conditions, fumes or airborne particles, and extreme cold and heat), as well as to allergens such as molds, animal dander, ragweed, and pollen. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, chemicals and animals. The staff member must be able to

work well, perform, and complete duties under stress, deadlines, and while attending to multiple duties at once. The staff member must follow all county and department policies, goals, and objectives.

Staff member drives approximately 15% of time each week in transit to out of office inspections as needed. The noise level in the work environment is usually moderate but may be excessive when performing field inspections such as observing well drillings and septic installations.

In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical, or hostile behaviors and/or communication.

**EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:**

Computer, Fax, copier, personal or county vehicle, environmental and public health equipment and supplies.

**REPORTING STRUCTURE:**

<b>Title of Immediate Supervisor:</b>	Departmental Director
<b>Titles of any others this position reports to:</b>	Public Health Administrator
<b>Titles of those who directly report to this position:</b>	Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include training employees, planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems. This may include training and supervising of interns.

**Blood borne Pathogen Risk Code: None \_\_ Low \_\_ Medium X High \_\_**