

**LEE COUNTY HEALTH DEPARTMENT
JOB DESCRIPTION**

DIVISION: ENVIRONMENTAL HEALTH

JOB CLASSIFICATION: Environmental Health Coordinator

QUALIFICATIONS: Must meet the minimum requirements of the Illinois Department of Public Health, with a Bachelor of Science degree from an accredited college or university. Must have at least 2 years' experience in the field of Environmental Health either at the public or private sector level. Must be a Licensed Environmental Health Practitioner. Must have thorough knowledge of modern principles, techniques and practices of Environmental Health. Must have the ability to train, supervise and instruct other personnel and the ability to read and interpret plans and drawings. Must be able to effectively speak before the public, and use and interpret laws, rules and regulations and local codes and ordinances. Must have current Illinois Driver's license and a personal vehicle for use in carrying out job duties.

REPORTS TO: Administrator

SUPERVISES: Health Inspector and Environmental Health Specialist

DISTINGUISHING FEATURES OF WORK: With minimal external direction, assumes major responsibilities for the overall planning, development, maintenance, and evaluation of the food, water & septic programs; and community & general environmental health programs in accordance with local and state laws, regulations, and good environmental health principles. Assumes supervisory level responsibility in the field of environmental health.

ILLUSTRATIVE EXAMPLES OF WORK:

- Reviews, plans, and inspects facilities.
- Completes activity reports and records of inspections, investigations, and correspondence.
- Collects, under prescribed methods, environmental samples as required.
- Provides technical assistance including field supervision to health personnel when indicated.
- Confers with public officials and other community groups regarding environmental health problems of the community.
- Institutes record keeping systems and report forms for office and field use; conducts correspondence with other agencies and interested parties regarding technical problems of environmental health programs.

- Reviews staff recommendations for corrective action for individual sanitation problems.
- Approves plans for food service establishments, private sewage disposal systems and private water wells, and other environmental facilities under the jurisdiction of the health department.
- Facilitates the planning, development, and administration of the Environmental Health programs.
- Investigates complaints involving possible sanitary violations; offers advice on solutions; makes follow-up inspections.
- Participates in epidemiological surveys including, but not limited to, food-borne illness outbreaks, seeking unhealthy conditions, and implementing methods of control and correction.
- Investigates insect and rodent conditions; participates in making recommendations for control programs involving abatement procedures.
- Conducts investigations of the Environmental Health aspects of communicable disease outbreaks.
- Evaluates supervisees.
- Reviews schedules of employees under direct supervision.
- Assists in the preparing of Environmental Health ordinances and regulations for local adoption in accordance with recommended standards.
- Produces and manages grants and grant reports related to environmental health.
- Participates in emergency response exercises and drills designed to test, train and evaluate emergency response concepts or standard operating guidelines.
- In times of a public health or health-related emergency, may be required to report for specialized assigned duties inside or outside of Lee County.
- Any other duty as assigned.

KNOWLEDGE AND ABILITIES REQUIRED:

Knowledge of the principles of organization and administration of public health.

Knowledge of the principles, methods, practices and possibilities of community organization.

Knowledge of the functions, activities, qualifications and contributions of various public health & environmental health personnel.

Ability to plan, organize and implement environmental health and emergency preparedness & response programs for the department.

Ability to establish and maintain close, cooperative working relationships with all agencies that may contribute to the improvement of environmental health.

Ability to present ideas effectively orally, in writing, and via technology to groups and individuals.

Ability to work with minimal supervision.

Ability to prioritize, perform and/or execute multiple, diverse tasks and workloads simultaneously under potentially stressful situations.

Excellent problem-solving & interpersonal communication skills.

Excellent verbal & written communication skills.

Critical thinking, decision-making and conflict resolution skills.

Created July, 2021