

Ripley County Government

Name : _____
Position and Department: EHS-Health Department
FLSA Status: Exempt _____ Non-Exempt X _____
Supervisor: Lexi Bushhorn _____

Primary Function:

Date: 7/31/2013
 Revised: 01/19/2022

The purpose of this position is to perform a variety of duties including environmental consultations, inspections, investigations, enforcement and office support as well as assisting and consulting with local and State agencies, to provide the citizens of Ripley County with a safe and healthy environment.

Responsibilities and essential functions: Agent for Ripley County Health Officer

Essential Duties and Responsibilities: The following duties are normal for this position. ***These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.***

Primary:

- Private and Commercial Sewage Systems
 - Consultations
 - Conduct Site Surveys
 - Develop & Issue OSSDS Permits/Receipts
 - Conduct Final Inspections/Approval
 - Investigate Complaints
 - Work with ISDH on commercial systems
 - Installer Contractor approval

- Swimming Pools
 - Consult with public swimming pool operators on current regulations
 - Address complaints on swimming pools
 - Conduct public swimming pool inspections
 - Conduct training for swimming pool operators

- Environmental Complaints, Inspections, Investigations, and Consultations
- Participate in trainings and exercises as required

Secondary:

- Participate in Public Health Preparedness activities
- Assist with food establishment inspections/investigations
- Assist with animal bites/exposures and follow ups
- Assist with Tattoo Parlor/Artist inspections & investigations
- Office Support
 - Maintain office in the absence of essential staff
 - Provide information, assistance and public consultation
 - Issue and write receipts for prepared permits
 - Perform other related essential duties as required

- **Inclusively performs other related essential duties as required by the supervisor.**

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions: <ul style="list-style-type: none"> • Ability to operate a motor vehicle • Ability to reach, stoop, kneel, crouch, crawl in the routine inspections of field and food establishment inspections/investigations . • Ability to climb/walk rugged terrain • Ability to operate a variety of automated office machines including copier, laminator, fax machine, Identicard machine, poster making machine, telephone, computers/printer, etc. • Ability to operate various training, inspection/testing, and recording equipment including camera, TV/VCR/DVD, power point projector/screen • 		Special Requirements: <ul style="list-style-type: none"> • Must possess a valid Indiana Driver's License • Possess public speaking skills • NIMS Compliant • Possess Certified Swimming Pool Operator's License • Possess or obtain ServSafe Food Certification • INEDDS Certification 		Language Ability and Interpersonal Communication: <ul style="list-style-type: none"> • Ability to comprehend and correctly use a variety of informational resources including Indiana Codes, references books and training materials • Ability to prepare training presentations including power point programs, quarterly and annual reports • Ability to complete inspection/investigation reports • Ability to record and deliver information, explain procedures, maintain confidentiality of restricted information, and to follow instructions • Ability to use and interpret medical, engineering, legal, and counseling terminology and language. • Ability to communicate effectively with the Indiana State Department of Health personnel, Ripley County Health Officer, intended training audience, and the general public verbally and in writing. 	
Work Hours:		8:00-4:00 with an hour lunch, or as necessary			
Manages Others:	No				
Skills:					
Qualifications: Minimum training and Experience Required to Perform Essential Duties and Responsibilities: Bachelor's degree in Environmental Science, Public Health or related; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.					
Supervisor Signature:					
Employee Signature:					

Print and Submit this form to your supervisor and the supervisor will file it with the Auditor's office.