



Public Health
Prevent. Promote. Protect.

Butler County
General Health District

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| Job Title: | Registered Environmental Health Specialist and Program Coordinator (RESH II) – Food Safety Training & Plan Examiner Coordinator |
| Responsible to: | Food Program Supervisor |
| Positions Supervised: | None |
| Work Hours/Salary: | Full Time 40 hours/week with benefits usual hours 7:30-4, M-F, Occasional evenings/weekends, Non-exempt, hourly. |
| Grant-funded: | No |
| Starting Salary: | \$25.00 - \$26.40 per hour |

Essential Functions: Examines Plans in the Food, Body Art and Resident Campground Programs for new construction and significant remodels, Conducts “Person-in-Charge and Manager Food safety classes”, Primary Trainer for new staff members in Food, Swimming Pool, Campground, Body Art, and School Programs. Conducts routine and complex inspections, testing, sampling, and vector control duties in state mandated programs. Initiates and recommends enforcement actions and follow-up procedures for the above-mentioned activities. Must have ability to communicate effectively in written and oral form and be capable of preparing meaningful, concise, and accurate reports. Participates in community awareness and outreach activities. Performs other duties as assigned.

Minimum Qualifications:

- Must have a Bachelor’s degree in environmental health or related field
- Must be Registered Environmental Health Specialist with the Ohio Department of Health, Sanitarian Registration for 5 years.
- Must be highly detail oriented, organized and dependable with proficiency in computer, communication, and multi-tasking skills

Preferred Qualifications:

- Have some experience with coordinating or leading groups in a leadership role.
- Bilingual candidates (Spanish/English or Chinese/English) are encouraged to apply

Position Specific Responsibilities:

- To ensure agency mission/vision and programmatic success, performs environmental health & sanitation inspections on various premises, facilities and environmental health systems
- Ensures and enforces compliance with state and local public health laws and regulations
- Writes detailed reports on environmental health and sanitation activities
- Utilizes best practices to implement effective programming activities
- Participates in emergency preparedness trainings and activities.
- Interacts with confidential databases to enter, store and retrieve public health related data as needed to monitor mandated programs
- Utilizes good customer service skills in working with individuals in the community to ensure compliance with rules and law
- Participates in meetings and trainings as required, in-house, online, and in other Ohio cities
- Prepares and conducts professional presentations and trainings to the public as needed
- Is knowledgeable about evidence-based best practices in environmental public health
- Participates in program evaluation, outcomes measurement, and data collection

Required Knowledge, Skills and Abilities

- Ability to coordinate numerous demands simultaneously to successful completion
- Proficiency with computers including Microsoft Office (Word, Excel, PowerPoint)
- Excellent writing, communication, interpersonal, and public relations skills
- Ability to work with a diverse team in a multi-disciplinary setting
- Ability to establish effective working relationships with persons of varied backgrounds
- Ability to maintain confidentiality
- Ability to be self-motivated to plan, organize and complete work accurately and on time with little direct supervision
- Exceptional attention to detail
- Conducts self with honesty and integrity; follows ethical principles of public health practice, follows the rules and laws applicable to public health nursing
- Ability to perform under pressure

Primary Duties include (general summary and not all-inclusive):

- Ensures agency mission, vision and programmatic success
- Functions as a technical expert for the Environmental Health Director

- Responsible to the Food and/or Sewage Program Supervisor for following rules, policies and guidelines necessary for the efficient operation of health programs and services as needed
- Works in accordance with all established policies, procedures, applicable statutes and regulations of the Ohio Revised and Administrative Codes, as well as Ohio Department of Health, Ohio Department of Agriculture, and others as required
- Educates and informs the community about health related topics as needed
- Participates in Public Health Accreditation activities as needed and required
- Embraces and proposes Quality Improvement activities as needed
- Participates in required trainings (in person, webinars, online, etc.), often involving local and state travel
- Ensures that all grant deliverables are completed successfully and on time
- Follows and adheres to cost methodology or budgeting as appropriate

Other:

- Serves a probationary period of 120 days
- Must be able to respond to public health emergencies or exercises 24/7, except while on scheduled vacation or other leave
- May be required to play an active leadership role in the event of a public health emergency, which may include changes in responsibilities and working hours
- Evening and weekend work may be required during public health events, investigations or emergencies
- Other duties as assigned
- Position may be subject to background check
- Valid OHIO Driver's license in good standing, and insurable by the Board of Health's Policy
- Complete required FEMA classes within 6 months of hire
- **Public Health Core Competencies Level Two position (See Attachment A)**

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| Is this position EXEMPT or NON-EXEMPT from compensatory time? | NON-EXEMPT |
| Is this an EXECUTIVE, PROFESSIONAL LEADERSHIP position? | NO |
| Does this position require advanced TECHNICAL skills? | YES |
| Is this position FULL TIME or PART TIME? | FULL |
| Is this a 100% GRANT FUNDED position? | NO |

Addendum: In addition to the responsibilities listed above, the employee must be a coordinator to of these programs*:

Food Safety Training & Plan Examiner Program Coordinator

This position’s responsibilities are divided into **two** parts.

Part One- Food Safety Training Program Coordinator:

- Responsible for the planning, scheduling, and implementation of Level I and Level II Food Safety Certification training and must be an approved proctor for all Level II training offered through the BCGHD.
- Responsible for ensuring that all purchase orders and course documentation are distributed to the appropriate entities for certification.
- Oversees the development of class advertisements and ensure that said advertisements are up to date related to location, vacancy, & fees.
- Maintains operating budget for food safety training and provides suggestions for and maintains supplement equipment.
- Responsible for assisting in the training of new staff who are to serve in the food safety program.

Part Two- Plan Examiner Coordinator

- Reviews and analyzes engineering and architectural construction documents using an extensive knowledge of the applicable rules, regulations, policy statements as well as best practices and sanitary design principle for all food service operation or retail food establishments within our district.
- Approves or rejects documents utilizing supporting rules, regulations and policy statements
- Executes final sign-off and approval for construction design documents.
- Provides logic, consistency, clarity, and fairness in code changes, applications, and interpretations.

*Additional programs may be created at the discretion of the Health Commissioner and Environmental Health Director.

Equal Opportunity Employer

This is a Tier Level Two position

Employee signature

Date

Health Commissioner

Date