

## Job Posting: Notice of Vacancy

It is the intention of the LaSalle County Health Department to fill one or more vacancies in the following job classification.

Job Classification: Environmental Health Practitioner  
Location: LaSalle County

Department: LaSalle County Health Department  
717 E Etna Rd  
Ottawa, IL 61350

Regular Work Week: Monday through Friday

Hours of Work: Report to work 8:00am to 4:30pm Monday – Friday, Some weekend work required

Wage: \$16.31 Health Inspector; \$20.30 per hour for Associate; \$22.65 per hour for Licensed

Position is: Union

See *Job Description* for Duties, Minimum Qualifications and Physical Demands

Interested persons should apply by completing the County application and returning it and a resume to:

LaSalle County Health Department  
717 E Etna Rd  
Ottawa, IL 61350

# LaSalle County

## Job Description



**Job title: Environmental Health Practitioner**

**Work Location: LC Health Department**

**Division/Department: Environmental Health**

**Reports to: Director of Environmental Health**

**Employment Classifications:**

- Full-time    Part-time  
 Exempt    Nonexempt  
 Salaried    Hourly  
 Bargaining Unit

**Essential Duties and Responsibilities:**

Under supervision of Director, assists in enforcement of legislation related to environmental health programs and grants involving a variety of activities including inspections of food facilities, conducting preliminary and final inspections, investigating public health nuisances, public education and implementing disease control.

- Retail and Food Service operational inspections
  - Performs facility reviews prior to opening based on Code requirements
  - Performs routine and follow-up inspections at facilities
  - Provides consultations, education/information to operators on a regular basis
    - a. Works closely with operators to effect change in facilities to bring establishment into code compliance
  - Performs emergency inspections as required
  - Performs complaint driven onsite investigations, including necessary follow-up
  - Assists in Food-borne illness investigations
  - Performs inspections of Temporary Food Service Facilities including but not limited to Farmer's markets and community/food events
- Water Program
  - Performs preliminary and final inspections of private and semi-private water wells based on Code requirements.
  - Takes water samples and prepare for shipping
  - Onsite observations of construction and sealing of water wells
  - Provides consultations, education/information to owners/contractors on a regular basis
  - Performs complaint driven onsite investigations, including necessary follow-up
  - Review building permits for potential issues
  - Assists in water-borne illness investigations
  - Conducts real estate transfer inspections upon request
- Sewage Program
  - Performs preliminary and final inspections of private sewage disposal systems based on Code requirements.
  - Takes sewage samples and prepare for shipping
  - Onsite observations of construction of private sewage disposal systems
  - Provides consultations, education/information to owners/contractors on a regular basis
  - Provide assistance to property owners when repairs are needed
  - Review building permits for potential issues
  - Performs complaint driven onsite investigations, including necessary follow-up
  - Conducts real estate transfer inspections upon request
- Non-Community Water Program
  - Performs initial facility onsite inspections based on Code requirements
  - Takes water samples and prepare for shipping

Date Revised: 07/21/2021   Approvals: Julie Kerestes \_\_\_\_\_

- Performs biennial onsite inspections and compliance inspections, including water samples, based on Code requirements
- Vector Control/West Nile Virus Program
  - Performs onsite investigations of potential mosquito breeding sites
  - Performs complaint driven onsite investigations, including necessary follow-up
  - Collect dead birds and prepare for shipping to state labs, tests for virus
  - Collects mosquitoes and tests mosquitoes for viruses
  - Provides educational material on self-protection, larviciding, and adulticiding to municipalities, organizations, public entities and LaSalle County citizens
  - Provides consultations, educational information to citizens on a routine basis
- Tanning/Body Art Programs
  - Performs initial and routine annual inspections based on Code regulations
  - Provides consultations, education/information to operators on a regular basis
  - Performs complaint driven onsite investigations, including necessary follow-up
- Nuisance Program
  - Provides consultations, education/information to operators on a regular basis
  - Performs complaint driven onsite investigations, including necessary follow-up
  - Prepares letter(s) of compliance for violations, issue citations and testify in court proceedings as necessary
- Smoke Free Illinois
  - Provides consultations, education/information to operators on a regular basis
  - Performs complaint driven onsite investigations, including necessary follow-up
- Emergency Preparedness
  - Completes necessary basic online training
  - Assists in emergency response (according to routine job requirements)
- Radon Program
  - Provides consultations, education/information and test kits to public on a regular basis
- Communicable Disease
  - Assists in emergency response and disease investigation
- All other duties as assigned
- Performs all job tasks within the rules and guidelines of the County's Safety Policy and Procedure Manual.
- Be a flexible team player willing to accept direction and guidance of a Coordinator, Supervisor or Director for the delivery of grant and program requirements.

**Education and/or Work Experience Requirements:**

**Licensed**

- Bachelor's degree from an accredited college or university in with a minimum of 30 semester hours or 45 quarter hours in physical and/or biological sciences
- Licensed through the Dept. of Professional Regulation
- Hold valid driver's license
- Has reliable transportation
- Exhibits strong communication skills (written and oral)
- Exhibits Basic computer and technical skills, including knowledge of Word, ability to create and respond to email, ability to send and respond to text messaging
- Ability to interact positively with other governmental agencies
- Ability to interact positively with other LaSalle County employees and agencies

**Associate**

- Education and work experience are same as those for Licensed; Expectation to complete licensure within 5 years of holding position or upon Director approval.

**Inspector**

- Associate 's degree from an accredited college or university with a minimum of 9 semester hours in physical and/or biological sciences, and a minimum of 2 years of experience in one of the following industries:
  - Food Service
  - Wastewater
  - Water well

- Tanning/body art
- Holds Valid Illinois driver's license
- Has reliable transportation
- Exhibits strong communication skills (written and oral)
- Exhibits Basic computer and technical skills, including knowledge of Word, ability to create and respond to email, ability to send and respond to text messaging
- Ability to interact positively with other governmental agencies
- Ability to interact positively with other LaSalle County employees and agencies

\*\*The Environmental Health Inspector operates under the direct supervision of an LEHP. Under no circumstances is the Environmental Health Inspector allowed to supervise any Environmental Health employee or Environmental Health program.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This position requires sitting (6-8 hrs), standing/walking (1-2hrs) and constant use of the hands and fingers for typing/keyboarding. This position may experience occasional stooping, crouching, bending, pushing, pulling, twisting, squatting, and climbing, reaching and grasping movements. Defined Medium Work - May require exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Close visual acuity required to perform activity such as thoroughness of work completed and to make general observations of facilities or structures such as during inspections.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Activities are performed both indoors and outdoors in varying environmental conditions. The noise level in the work environment is moderate.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities

**LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.**

**This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.**

**I have read, reviewed and agree that this job description accurately reflects the position.**

**ACKNOWLEDGEMENT**

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

<b>Print Employee Name:</b>	
<b>Employee signature:</b>	<b>Date:</b>
<b>Supervisor signature:</b>	<b>Date:</b>