



# CASCADE COUNTY

## Job Vacancy Announcement

*Submit all application materials to:*  
**Cascade County Human Resources Department**  
**325 2<sup>nd</sup> Ave N #108**  
**Great Falls, MT 59401**

Applications available at the Cascade County Human Resources Dept., [www.cascadecountymt.gov](http://www.cascadecountymt.gov) or Job Service.

Position: **Environmental Health Specialist**  
Schedule: **Part-Time with Benefits (20 hours week)**  
Department: **City-County Health Department**

Salary: **\$22.23 – \$22.69 per hour DOE**  
Closing Date: **Open Until Filled**  
Department Administrator: **Abigail Hill**

### *Education/Experience/Training:*

- Bachelor's Degree with emphasis in Biology, Microbiology, Environmental Science or related field with forty-five (45) quarter hours or thirty (30) semester hours in biological sciences and at least one (1) college level course in microbiology meeting Board of Sanitarian approval for licensure.

### *Certifications/ Licensure:*

- Certification from the State of Montana as a Registered Sanitarian/Environmental Health Specialist.
- Valid driver's license issued by the State of Montana.

### **APPLICATION PACKET REQUIREMENTS - Each applicant is required to provide the following:**

- ✓ Completed Cascade County Employment Application.
- ✓ Detailed resume of work experience.
- ✓ *OFFICIAL* college transcript (reflecting the required course credits in the Education & Experience paragraph).

### **POSITION DESCRIPTION**

The Environmental Health Specialist (EHS) at the City-County Health Department (CCHD) spends a majority of their time performing routine and follow-up inspections of licensed establishments, provides information and education to establishment operators, determines if there are deficiencies and assesses the need for follow-up, training or enforcement action following inspections, accurately fills out inspection forms and effectively communicates concerns. Other duties performed by the EHS may include assisting with review of construction or remodel plans of licensed establishments, teaching food safety and disease prevention classes to food service personnel and daycare providers, participating in communicable disease investigations, including rabies investigations, participation in emergency preparedness and response activities, preparing educational newsletters, performing soil evaluations and regulating installation of subsurface septic systems, assisting with training and certification of septic installers, reviews of subdivisions for sanitation requirements and working in the air quality program and other Environmental Health programs as required or assigned.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

Provide input to Environmental Health Division Manager and Health Officer in the development, revision and enforcement of environmental health programs in accordance to regulations, assist with development and/or revision of CCHD protocols and procedures, actively support and participate in the agency Strategic Plan, Quality Improvement Plans, Public Health Accreditation, FDA Standards for Retail Food Establishments and other performance improvement plans as determined, assists other staff within the agency with data collection to support program improvement, provide input during review of construction plans for new or remodeled establishments licensed by DPHHS, inspect licensed establishments for compliance with state regulations to include retail and wholesale food establishments, public accommodations, body art establishments, swimming pools, trailer courts, daycare centers, group homes and schools, provide homeowners information on water sampling and proper disinfection of private water systems, assist with ambient air monitoring activities and minor point source inspections, investigate complaints related to environmental health issues, train and participate in environmental/public health emergency response incidents and training exercises, assist other agencies with enforcement matters relating to public and environmental health laws and regulations including sampling public, private and non-community water supplies if needed, record and investigate incoming complaints of animal bites using established protocols, process rabies reports and prepare specimens for shipping, assist in epidemiological investigation of food borne/waterborne diseases and monitor other health and safety concerns, review and approve temporary food service events and permits, process cottage food applications, issue septic permits and inspect septic installations for adherence to state and local regulations, review subdivision applications for sanitation requirements in accordance with DEQ contract, follow all CCHD and County policies and procedures, maintain strict confidentiality of confidential and sensitive information, work with individuals of varying and diverse backgrounds in a professional, respectful and courteous manner, consistently provide excellent customer service, maintain a professional and friendly demeanor, follow and adhere to all CCHD and County policies, procedures, standards and guidelines, perform other duties as required or assigned.

**Knowledge and understanding of:** Theories, principles and practices of environmental sanitation including biology, microbiology, chemistry and public health, generating computer reports and environmental health risk assessments and management, public health principles and practices and applicable public health laws, knowledge of HIPAA privacy and security rules at the federal, state and local level, modern office equipment, practices and procedures, CCHD and County rules, policies, procedures and functions, safety rules, procedures and practices, English usage, spelling, grammar and punctuation.

**Skills in:** Inspecting, training, monitoring, sampling and testing, decision making which may have moderate to major impacts on the operation of program and/or agency, Microsoft Word, Excel, Outlook, Publisher and PowerPoint, time management, accuracy and organization, professional and effective interpersonal communication, customer service and public relations, working with individuals with diverse backgrounds in a non-judgmental, respectful and professional manner.

**Ability to:** Recognize and investigate sanitation problems and correct unsanitary or hazardous conditions, interpret laws, policies and regulations, remain fair in interpreting and implementing rules and regulations, prepare and submit accurate, timely reports and records, speak publicly and make presentations, proficiently operate a computer and achieve knowledge of additional computer applications as needed to complete required job duties, interact with the public or other employees in a professional, respectful and courteous manner, practice good public relations and display sound judgment and decision-making skills within established policies and procedures in stressful situations, communicate in a professional and effective manner with others, both orally and in writing in both technical and non-technical terms, comprehend and follow verbal and written instructions, communicate information clearly and concisely, maintain strict confidentiality of confidential and sensitive information, establish effective working relationships with other County departments, employees, Federal and State agencies, private agencies and the general public, identify problems that adversely affect the organization and its functions and offer positive suggestions for improvements, work collaboratively with supervisors, co-workers and other individuals and agencies, work independently and as a team member with minimal supervision, exercise sound judgment and decision-making skills within established policies and procedures, accept responsibility, be self-motivated and demonstrate a strong work ethic to achieve academic and professional goals, demonstrate punctuality and observe required work hours, perform other duties as required or assigned.

The successful applicant shall serve a 6-month probationary period and will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County. This position is covered by and subject to the Collective Bargaining Agreement by and between Cascade County and Federation of the Cascade City County Health Department Local #7772 (MFPE).

**Notice to Applicants:** Applicants who are claiming Veteran's or Handicap Preference must provide a DD-214 Discharge Document (Part 4) or DPHHS Handicap Certification and Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

**CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**