

<b>Position title</b>	<b>Environmental Health Specialist</b>
<b>Reports to</b>	Public Health Director
<b>FLSA Status</b>	Non-Exempt (Part-time)

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### **Position Purpose**

The Part-Time Environmental Health Specialist administers environmental health programs related to private wells and on-site wastewater (septic) systems within Cedar County. The position performs permitting, inspections, compliance monitoring, water sampling, and public education activities designed to protect groundwater quality and public health. The position also assists with regulatory compliance, environmental health investigations, and program reporting requirements.

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### **Essential Duties & 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.**

#### **Permitting & Inspections**

- Issue and inspect permits for private wells and on-site wastewater/septic systems
- Conduct site evaluations and inspections to ensure compliance with applicable state and local regulations
- Review system designs and contractor submissions
- Review Time of Transfer (ToT) inspections related to real estate transactions and provide feedback and return correspondence
- Document findings and communicate inspection results

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#### **Private Well Activities**

- Collect water samples from private wells
- Interpret laboratory results and provide guidance to property owners
- Administer Private Well Grant activities including:

- Well plugging
  - Shock chlorination
  - Well rehabilitation
  - Well assessments
  - Complete required forms, reports, and database entries
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### **Compliance & Enforcement**

- Investigate complaints related to wells and septic systems
  - Identify violations and recommend corrective actions
  - Issue notices of noncompliance when necessary
  - Coordinate with contractors, property owners, and county/legal partners
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### **Public Education & Assistance**

- Educate homeowners, contractors, and realtors on regulations and best practices
  - Provide technical guidance regarding system maintenance and water quality concerns
  - Respond to public inquiries
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### **Emergency Preparedness & Disaster Response**

- Participate in local emergency planning, NIMS training, and response to environmental/public health emergencies
  - Provide resources and referrals to other agencies in the event of disasters or emergencies that affect the environment
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### **Record-Keeping & Reporting**

- Maintain accurate records of permits, inspections, sampling, and enforcement
  - Complete required state reporting and database updates
  - Assist with program documentation and grant reporting
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## **Advisory & Regulatory Development**

- Assist in drafting or updating environmental health codes, ordinances, and policies
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## **Qualifications & Skills**

### **Education & Training**

- Associate or Bachelor's degree in environmental health, public health, natural sciences, or related field preferred
  - Equivalent experience may be considered
  - Completion or willingness to complete within 6 months ICS/NIMS training (100, 200, 700, 800, 2200)
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### **Technical Knowledge**

- Familiarity with:
    - On-site wastewater/septic systems
    - Private well regulations
    - Iowa environmental health codes
  - Ability to learn state databases and software systems
  - Proficiency with Microsoft Office and general computer use
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### **Communication Skills**

- Strong verbal and written communication skills
  - Ability to explain regulations clearly to the public
  - Ability to educate, consult, and enforce regulations tactfully.
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### **Field & Physical Requirements**

- Ability to perform outdoor fieldwork in varied conditions
- Must have valid Iowa Driver's license and current vehicle insurance up to county requirements.

- Map reading and site evaluation skills

### **Professional Attributes**

- Strong time management
- Attention to detail
- Ability to work independently
- Good judgment and problem-solving skills

### **Work Schedule & Conditions**

- Part-time hours (schedule flexible based on program needs)
- Field-based work including travel within the county
- Occasional schedule adjustments to accommodate inspections
- Lift and/or move up to 30 pounds

### **Summary Table**

<b>Key Area</b>	<b>Typical Duties</b>
<b>Permits / Inspections</b>	Wells, septic
<b>Private Well Activities</b>	Water sampling, well plugging, well rehabilitation, shock chlorination, well assessment
<b>Public Education</b>	Outreach, presentations, contractor education
<b>Regulatory Enforcement</b>	Issuing notices, legal coordination
<b>Emergency Response</b>	NIMS-training, disasters response, referral to other agencies
<b>Records &amp; Reporting</b>	Data entry, reports

<b>Key Area</b>	<b>Typical Duties</b>
<b>Policy Development</b>	Ordinance and policy drafting, board advising
<b>Qualifications</b>	Degree/licensure/experience, technical/legal knowledge, communication skills

<b>Approved by:</b>	<i>Cedar County Board of Health</i>
<b>Date approved:</b>	
<b>Reviewed:</b>	

*This job description is intended to describe the general nature and level of work performed by an employee in this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Cedar County Public Health reserves the right to modify or assign additional duties as needed to meet organizational needs.*

*Employee Signature* \_\_\_\_\_

*Date* \_\_\_\_\_