CASPER-NATRONA
COUNTY HEALTH DEPARTMENT
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JOB DESCRIPTION

TITLE: Environmental Health Specialist I- Registered Environmental Specialist track	Employment Status:
DEPARTMENT: Environmental Health	AT-WILL EMPLOYEE
SUPERVISOR: Environmental Health Manager	FLSA Non-exempt / Exempt
REVISED: 12/30/24 *This job description may be changed without prior notice*	Regular Employee * Standard work hours are 40 per week. Some additional hours outside of regular business hours may be required, with prior notice provided.

MISSION STATEMENT:
The City of Casper-Natrona County Health Department is committed to protecting and enhancing the public health and well-being in Casper and Natrona County.

VISION STATEMENT:
To help our community thrive by providing excellent care and access to health resources.

VALUES:
EMPOWER QUALITY RESPECT

AT- WILL EMPLOYEES:
The Casper-Natrona County Health Department reserves the absolute right to terminate any employee at any time. All employees are at will.

SUMMARY:
This is an entry-level professional position responsible for field and office duties that promote environmental and public health while enforcing environmental health laws and regulations. The role involves conducting field surveys, performing inspections, investigating environmental health concerns, and providing technical assistance and information to the public. The objective is to enhance community and environmental health conditions through individual initiative, problem resolution, and adherence to public health standards.

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ESSENTIAL FUNCTIONS (May include but not limited to):

- Evaluating and assessing environmental health conditions at facilities such as food service establishments, schools, pools/spas, motels, campgrounds, daycares and tattoo parlors.
- Collaborating with the Department of Environmental Quality (DEQ) to evaluate individual onsite wastewater disposal systems.
- Conducting inspections to ensure compliance with public health laws and regulations.
- Drafting, filing, and generating reports and documentation in accordance with organizational standards and requirements

ADDITIONAL FUNCTIONS:

- Managing office inventory, supplies, and materials.
- Maintaining an organized calendar for workload management, appointments, and program tracking.
- Ensuring workspace, vehicles, equipment, and materials are clean, organized, and professional.

WORKING CONDITIONS:

- Based in the Environmental Health Department at the Casper-Natrona County Health Department, working alongside approximately five team members in the immediate department and 45 in the larger organization.
- Office environment includes typical furnishings and equipment, with periodic exposure to noisy indoor/outdoor settings.
- Regular interaction with the public, homeowners, governmental agencies, and facility representatives.
- Participation in Emergency Preparedness Training and response to public health emergencies is required.

PHYSICAL & MENTAL DEMANDS (ADA ESSENTIAL REQUIREMENTS):

- Vision: Corrected vision of 20/40 on the Snellen scale.
- Hearing: Corrected hearing of 30 decibels on the 1000, 2000 frequency scale.
- Physical: Ability to lift 20 pounds from floor to waist level.
- Reasonable accommodations will be made as necessary.

POTENTIAL HAZARDS INCLUDE:

- Exposure to communicable diseases through direct or indirect contact.
- Operation of vehicles and equipment.

- Working in various environmental conditions indoors and outdoors.
- Injury risks due to awkward positions or prolonged computer use.
- Exposure to chemical agents, including reagents and sanitizers.

EDUCATION/EXPERIENCE/QUALIFICATIONS:

Preferred Qualifications:

- Bachelor's degree with at least 30 semester hours in physical, biological, or medical sciences, and completion of Algebra or a higher-level math course.
- Commitment to pursuing Registered Environmental Health Specialist (REHS) certification, if not already certified. You will be in a probationary period until the Registered Environmental Health Specialist (REHS) certification is obtained
- Previous experience in environmental or public health.
- Work history demonstrating increasing accountability and responsibility.

Minimum Qualifications:

- Proficiency in speaking, reading, and writing in English.
- Strong computer skills.
- Successful completion of:
  - Medical evaluation upon hire.
  - Immunization review upon hire.
  - Drug screening upon hire.
  - Background and Central Registry Check.
- Possession of a valid State of Wyoming driver's license.

KNOWLEDGE/SKILLS/AND ABILITIES OF:

- Ability to build and maintain professional relationships based on trust and collaboration.
- Analytical skills to evaluate data and develop solutions tailored to specific circumstances.
- Self-motivation with minimal supervision.
- Accurate documentation and record-keeping.
- Independent judgment and resourcefulness in applying guidelines.
- Strong communication skills for interacting positively with team members and the public.
- Competence in clerical tasks, such as filing and basic bookkeeping.
- Problem-solving and planning abilities.
- Knowledge of office procedures and electronic systems.
- Ability to travel safely to community locations.

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PERFORMS OTHER DUTIES AS ASSIGNED:
• The above statements describe the general duties, which constitute the work of this position and shall not be considered a detailed description of all of the work requirements inherent to this position.

I hereby acknowledge that I have received a copy of this Job Description.

_____ _____

EMPLOYEE NAME **SIGNATURE** **DATE**