



Northeast Nebraska Public Health Department

Job Description: Environmental Health Specialist

Position Purpose: To assist with the technical and administrative support functions of the Northeast Nebraska Public Health Department Environmental Public Health Capacity Building sub-award, which will enable leadership and staff to efficiently carry out the operations and mission of the Northeast Nebraska Public Health Department.

Position Classification: Environmental Health Specialist

Exempt Status: Non-exempt, Part-time Regular

Immediate Supervisor: Director of Operations

Work Location: Work is generally carried out in an outdoor, remote, or standard office environment with some occasional community activities.

Duties And Responsibilities:

As directed by supervisor:

1. Mosquito trapping and sample delivery (biweekly June through October) according to the Department of Health and Human Services (DHHS) schedule.
2. Tick sampling and sample delivery (seasonally).
3. Become familiar with environmental topics such as: vector-borne illnesses, childhood blood lead levels and exposure, air quality, drinking water quality and other environmental topics as requested.
4. Creates and maintains databases and spreadsheet files.
5. Ensures contacts in communications directories are updated and maintained as requested.
6. Obtain knowledge and experience with the organizational structure, programs, operations, record keeping, and terminology of the public health department.
7. Participate in DHHS/NALHD Community of Practice and other professional meetings to support environmental health work.
8. Maintain professional, cooperative working relationships with those encountered through course of work assignments.
9. Attendance and/or assistance at NNPHD sponsored and partner activities in the community as requested by supervisor.
10. Consistently present and on-time at work.
11. Must portray professional appearance and behaviors as per the NNPHD Dress Code.
12. Capable of demonstrating good decision-making skills that are in the best interest of safety, fairness, and integrity for the common good and according to NNPHD Code of Conduct and Public Health Ethics.
13. Honor NNPHD as a drug-free work environment.
14. Follow NNPHD policies and procedures; local, state, and federal program rules and laws.
15. Performs other duties as assigned.

Knowledge and Skills:

16. Education: High school diploma necessary; prefer one to two years of college with a declared major in the sciences.
17. Experience with office practices and procedures.
18. Excellent written and oral communication skills required.



19. Ability to understand and carry out oral and written directions.
20. Knowledgeable in computer programs including Internet and Microsoft Office programs Outlook, Excel, and Word
21. Ability to handle confidential information with discretion and in accordance with NNPHD confidentiality policies and guidelines.
22. Ability to work independently as well as in a team environment.
23. Organizational ability required to manage competing demands and meet project and report completion dates.
24. Demonstrates accuracy and thoroughness.
25. Adapts easily to change in the work environment.
26. Observe and follow safety procedures and precautions and use materials and equipment properly.
27. Valid driver's license.
28. Able to lift 50 pounds.

Employee Acknowledgement Signature: _____

Printed Name: _____

Date: _____

NNPHD Health Director Authorization: Signature: _____

Printed Name: _____

Date: _____