



Public Health
Prevent. Promote. Protect.

Lyon County Health Department
315 First Avenue Suite 208
Rock Rapids IA 51246
Telephone: (712) 472-8200 Fax: (712) 472-4039
Administrator Email : mstillson@co.lyon.ia.us

Job Description

Environmental Health Specialist/Sanitarian

Essential Services Statement

- Conduct inspections
- Consultation and permitting of private wells and septic systems
- Attend meetings and maintain educational training requirements
- Input data, conduct record searches, and complete required reports, as needed.
- General environmental and public health research
- Maintain Grant Requirements for Grants to Counties Grant

Job Summary

The Environmental Health Specialist/Sanitarian is an employee of Public Health working in the Environmental Health Program. Primary responsibilities include enforcement of rules, regulations, and codes for programs including but not limited to private septic systems, well construction permits, water quality, air quality, time of transfer inspections, assist Public Health with environmental concerns and emergency preparedness response.

NIMS (National Incident Management System)

Complete National Incident Management System (NIMS) training within six months of employment.

The NIMS planning/logistics/finance team has several key functions including collection, evaluation, and dissemination of tactical information; providing facilities, services, and materials; and assisting with decisions related to costs and financial considerations.

Emergency Duty Responsibilities you may be required to assist and respond to activities related to disaster and emergencies (including acts of bioterrorism), which may occur outside normal working conditions and hours.

Reports To: Public Health Administrator, Lyon County Public Health Department (Health Services Lyon County)

FLSA Status: Non-Exempt

Required Qualifications/Experience

A Bachelor's of Science degree from an accredited college or university and two years of experience in environmental health or biological sciences equivalent is preferred; or An equivalent combination of education, training,, and experience that provides the knowledge, skills and abilities necessary to perform the essential functions of the position.

Required Knowledge and Skills

- Effective verbal / written communication and public relations skills.
- Experience with Word, Excel, PowerPoint and SharePoint preferred but not required.
- Completions of ICS 100, 200, 700 and 800 preferred. If not complete, completion of these classes will be required.
- Ability to function well individually.
- Ability to assemble records and present data in report form.
- Ability to work with minimal supervision and maintain time management skills.
- Knowledge or ability to learn many different laws, codes, and regulations pertaining to private septic systems, private wells, air and water quality, and any local ordinances.



Public Health
Prevent. Promote. Protect.

Lyon County Health Department
315 First Avenue Suite 208
Rock Rapids IA 51246
Telephone: (712) 472-8200 Fax: (712) 472-4039
Administrator Email : mstillson@co.lyon.ia.us

Performance Responsibilities

The Environmental Sanitarian responds to written or verbal requests from public or private entities/individuals on environmental issues within the county including but not limited to: inadequate sewage disposal, assist with concerns of air quality and nuisance complaints. Must investigate and determine measurements needed to be taken to fix the issues as requested by Public Health Administrator.

The Environmental Sanitarian permits the installation of private septic systems, as well as private water wells. Ensures all applicable rules and regulations are complied with. Assist on design of private septic system in collaboration with certified contractors.

Administers the Grants to Counties Well-testing and Well Closure Program to include testing of private water wells and assists Public Health office with the distribution of grant funds to assist property owners to properly plug abandoned wells. Obtains well water samples taken from all areas of Lyon County. Work with homeowners if a sample comes back negative.

Collaborates with the Public Health agency to ensure all permits and data are kept current and entered into online databases. Provide information for abandoned wells along with well reconstruction.

Attend continuing education classes. Attend training, conferences, and meetings which may include the local County Board of Health and Board of Supervisor meetings to ensure information and current practices are up-to-date per the Grants to Counties Grants requirements, and Public Health Agency needs.

Follow established policies, protocols, and procedures set forth by the Lyon County Health Department.

Assist with community awareness of programs and services by participating in public health promotional events.

Ability to maintain detailed grant records, payroll, and mileage records and reports as needed.

Physical Demands:

Demonstrates the ability to sit for prolonged periods at a computer for training and/or enter and access information using a computer. .

Regularly walk, sit, kneel, climb, bend, stand, or stoop; frequently lift, carry, push, pull, or otherwise move objects weighing up to 50 pounds with or without the aid of mechanical devices to safely perform the essential of the job, (i.e. climb ladders, climb in and out of old well pits, trenches, creek banks and construction sites); Use tools or equipment requiring a high degree of dexterity;

Demonstrates ability to use personal or county vehicle safely to conduct required environmental health inspections.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Environmental Conditions:

Works in office conditions and travels throughout the county to various locations to attend meetings, conduct investigations, and conduct inspections. Work outside in possible extreme temperatures and may have exposure to poor air quality, mold, harmful chemicals, and other environmental hazards. Work requires use of soil testing, water testing equipment and other equipment as necessary.



Public Health
Prevent. Promote. Protect.

Lyon County Health Department
315 First Avenue Suite 208
Rock Rapids IA 51246
Telephone: (712) 472-8200 Fax: (712) 472-4039
Administrator Email : mstillson@co.lyon.ia.us

Licensing and Certification:

Must possess and maintain a valid state of Iowa driver's license and maintain auto insurance in order to travel per job requirements.

Credentialing offered through the National Environmental Health Association is recommended but not required.
www.neha.org.

Criminal/Driving Background Check

Satisfactory completion of criminal and driving background check is required.

Non Exclusivity:

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

Employee Statement:

I have thoroughly reviewed all elements of this Job Description. I agree it describes my position as Public Health Environmental Sanitarian for the Lyon County Health Department, (Health Services of Lyon County).

Employee Signature and Date

Administrator, Lyon County Health Department (Health Services of Lyon County), Signature and Date