

**NORTHERN KENTUCKY INDEPENDENT DISTRICT HEALTH DEPARTMENT  
JOB POSTING**

**AUGUST 25, 2022**

**ENVIRONMENTAL HEALTH COORDINATOR [CODE: REHS2]**

Do you want to make your community a better place to live by preventing disease, promoting wellness and protecting against health threats? Are you excited about being part of a team focused on making a difference? Does work/life balance appeal to you? If you answered YES, then it may be time for you to find the job you love right here at NKY Health. The Environmental Health and Safety Division is accepting applications for an Environmental Health Supervisor to provide public health environmental services essential for a safe and healthy community and spend at least 30% of work time coordinating such services and to perform related duties. Initially the position will be located at our District office currently in Florence, KY. We could be waiting for YOU!

**Status:** Full-time (40 hours/week) non-exempt (hourly pay) merit system position  
**Classification:** Registered Environmental Health Specialist II (REHS II)  
**Band:** 9  
**Starting Pay Rate:** \$25.75 - \$29.85/hour (based on your years of directly related paid experience)  
**Reports to:** Environmental Health Supervisor

**Essential Functions include, but are not limited to:**

1. **Plans and carries out inspections and detailed investigations** (Conducts inspections and required activities for all assigned programs. Investigates animal bites, complaints, confirmed outbreaks, and public health nuisances as assigned. Issues/renews permits for all assigned programs.)
2. **Provides consultation and community outreach** (While investigating/inspecting assigned programs, educates about illness or injury that could result from not adhering to pertinent health code(s) and about how to correct known violations. Distributes and presents appropriate educational materials to target audience(s). Answers questions from the public about recall notices and outbreaks. Participates in media interviews concerning assigned program(s).)
3. **Carries out enforcement actions** (Quarantines and releases animals as appropriate. Collects evidence and assembles information with regard to violations of rules, regulations, and policies. Issues enforcement notices when needed and as appropriate. Prepares records for administrative hearings. Represents the Health Department in court cases.)
4. **Collects and submits specimens/samples for laboratory analysis** (Collects specimens/samples for laboratory analysis. Packs and ships specimens/samples to be sent to laboratory.)
5. **Performs administrative duties as assigned** (Produces program reports as assigned by management.)
6. **Completes special projects** (Responds to public health emergencies as assigned. Completes other special projects.)
7. **Assists in the implementation, evaluation, and improvement of designated public health program function(s)** (Coordinates workflow and work processes for designated program function(s). Facilitates communication among assigned team members. Makes recommendations to manager(s) for changes needed to designated program function(s) and assist in the implementation of approved changes. Assists program manager with budget and program plans.)
8. **Resolves problems occurring in designated program function(s)** (INTERNALLY: Assists staff with resolving business-related problems. Identifies barriers to quality, productivity, and efficiency. and Assists with the development of performance management and continuous quality improvement objectives. EXTERNALLY: Resolves client complaints and issues. Accepts complaints.)
9. **Performs other duties** (Attends work as scheduled or uses approved leave. Collaborates in and contributes to individual, team, and/or organizational quality improvement and evaluation activities. Participates in internal and external meetings. Completes timecard. Completes travel reports. Completes required training. Completes other assigned reports.)

**Minimum Qualifications:** Valid, Active Driver's License, reliable transportation, and either of the following is required prior to appointment date:

- Successful completion of Introductory Period as a Registered Environmental Health Specialist, assignment of program/project coordination duties concerning provision of services and demonstration of mastery of competencies sufficient to perform the essential functions of the job.
- Bachelor's degree in Environmental Health or closely related field from an accredited university plus the equivalent combination of experience and education sufficient to successfully perform the essential functions of the job and current Registered Environmental Health Specialist designation in Kentucky.

**Desired Qualifications:**

Same as above plus public health experience and working knowledge of relevant Kentucky laws and regulations.

**To Apply:**

Please submit applications through CareerBuilder only ([www.careerbuilder.com](http://www.careerbuilder.com)).

We're sorry but to be fair we have to discard paper applications, faxed applications, and e-mailed applications without considering them.

**For immediate consideration apply by 9/2/2022.**

We'll accept your application as long as the position is posted on CareerBuilder.

Please reference code REHS2 on any attachments or correspondence. No phone calls, paper applications, or paper resumes please. Selection will be made by interview(s), and/or review of submitted documentation, which must indicate that applicant meets minimum qualifications. Criminal background check will be required. Failure to meet any of the selection criteria shall disqualify an applicant.

Northern Kentucky Health Department Human Resources – REHS2

**Please visit our website at [www.nkyhealth.org](http://www.nkyhealth.org) to**

**view other opportunities to join our family.**

EEO/M/F/Vets/Disabled/LGBTQ+