

Policy Development and Program Planning

10. Collaborates with the Registered Sanitarian in the development, implementation and evaluation of long and short range policies, procedures, plans and programs for environmental public health in Lincoln County; and assure departmental resources are used appropriate to achieve priorities and goals.
11. Coordinates environmental public health activities with professionals and investigators from other agencies and jurisdictions, including, but not limited to, the Wisconsin Department of Agriculture and Consumer Protection and the Wisconsin Department of Natural Resources.
12. Assists with the coordination of enforcement activities between other governmental agencies, such as the Lincoln County Planning and Zoning, which enforce laws and regulations to protect the public's health.
13. Collaborates in the development of and contributes to individual, team, and agency quality improvement, performance management and evaluation activities.

Community Dimensions of Practice

14. Educates the public on environmental health issues and the public health rationale for environmental health regulations.
15. Provides timely environmental health information, interpretation, technical assistance and regulatory compliance advice to individuals, groups, industry organizations, the general public and other agencies regarding local public health environmental codes, regulations, policies, and identified environmental health problems.
16. Contributes and participates to a work environment that fosters ongoing educational experiences regarding public health for colleagues, students, healthcare professionals and members of the community.

Communication and Cultural Competency

17. Delivers of targeted, culturally-appropriate information to help individuals and groups understand local environmental public health policies, regulations and code.
18. Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles and physical abilities. Examples of methods may be: one on one, group sessions, media interviews, story boards, website and face book.

Financial Planning and Management

19. Collaborates in activities such as time studies that contribute to the development of budgets and the efficient use of resources.
20. Assists in seeking on-going funding opportunities to operate county environmental health programs.

Leadership and Systems Thinking

21. Demonstrates knowledge of applicable professional guidelines and other Federal and State laws and regulations applicable to practice as an environmental public health professional.
22. Adheres to applicable Occupational Safety and Health Administration standards, such as those concerning exposure to blood borne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies.
23. Contributes to a work environment where performance management, continuous quality improvements in service and professional practice are pursued.
24. Participate in the public health emergency response training and exercises in support of disaster preparedness. This may require working a non-traditional work schedule or working outside normally assigned duties during a public health incident or emergency.

25. Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups and contribute to a work environment where continual improvements in public health core competences are practiced.
26. Assists in providing orientation, training, and technical guidance to public health staff.

Other

27. Maintains and secures equipment and supply inventories.
28. Performs other duties as assigned consistent with job classification

Minimum Training and Experience Required to Perform Essential Job Functions

An Associate's Degree from a recognized college or university with an emphasis on science, or a high school diploma with three years experience in a related field.

Must be qualified to obtain a Register Sanitarian License that is acceptable in the State of Wisconsin.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Some bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. The employee must occasionally lift, carry, and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Some driving is required.
- Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Lincoln County requirements and a good driving record.
- Must be proficient in Microsoft Office programs and ability to use the Outlook, Access, Word and Excel functions.
- Ability to utilize a personal computer for data management including word processing, e-mail and information gathering.
- Ability to operate a variety of office equipment including personal computer, digital telephone, fax machine, calculator, copy machine, etc.
- Demonstrate knowledge of and usage of field equipment.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts of fractions, percentages, ratios and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Knowledge of the core functions and essential services of public health, public health principles and disease process.
- Knowledge of the principles and practices of environmental sanitation, principles and practices of microbiology, and knowledge of chemistry and biological sciences.
- Knowledge of and ability to comprehend and interpret applicable statutes, regulations, ordinances, codes, policies and procedures.
- Knowledge and ability to implement enforcement action when violations of statutes, regulations, ordinances, policies and procedures exist.
- Ability to perform thorough investigations and inspections and to analyze and interpret them effectively to ensure public health.

- Knowledge of safety procedures for handling hazardous materials.
- Knowledge of valid sample procedures and protocol.
- Ability to communicate effectively, orally and written, with people at various levels both within and outside the department.
- Knowledge of conflict resolution techniques and its applications.
- Ability to establish and maintain effective working relationships with employees, general public, other departments, agencies and state officials and work with person with varying levels of education, understanding and values in a culturally sensitive manner.
- Ability to apply time-management skills and ability to prioritize job-related activities.
- Knowledge of epidemiology as it relates to environmental health
- Knowledge of emergency preparedness at home, work and in the community.
- Knowledge of incident command structure and its use.
- Work will be both in an office setting as well as work outside the office in some environmentally undesirable locations.
- Ability to work effectively in a public health environment.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors may cause discomfort and poses a limited risk of injury.
- Must be able to meet required deadlines, which may be stressful.
- Ability to accommodate flexible scheduling to address program or client needs.
- Must have ability to interact positively with other staff, county and State department personnel and the general public.

Lincoln County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date