

***Hunterdon County Division of Health***  
***Vacancy: Registered Environmental Health Specialist***  
***Hours: 35 Hours per Week***  
***Compensation: \$40,000.00 Per Year***

**Registered Environmental Health Specialist**

**DEFINITION:**

Under direction, performs sanitary inspection and environmental health work involving in the enforcement of relevant sanitary, environmental, and public health laws and rules within the concerned jurisdiction; conducts inspections, investigations, and educational outreach activities; performs other related duties as required and/or necessary.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

**EXAMPLES OF WORK:**

Conducts inspections to enforce relevant sanitary and health laws.

When violations of relevant sanitary and health laws are found, determines the cause and takes proper corrective action.

Periodically inspects retail food establishments and other eating-places.

Investigates nuisances and violations of the sanitary, environmental, and public health laws, rules, and ordinances.

Gives testimony in court cases.

Conducts activities related to licensing, operation, and enforcement of sanitary, environmental, and public health laws and rules of regulated activities and facilities.

Confers with Health Officer, engineers, veterinarians, and Registered Environmental Health Specialists concerning improvements in public health and sanitation.

Reviews and may approve plans for residential, commercial, and industrial development as necessary to ensure compliance with sanitary, environmental, and public health laws, rules, and ordinances.

Collects water, food, and other specimens as needed for

laboratory analysis and interpret the results of the subsequent analysis.

May respond to emergency situations.

Plans and conducts routine and emergency environmental health inspections and investigations and provides technical expertise to ensure operator and/or owner conformance with environmental health laws, rules, and ordinances.

Maintains, updates, and analyzes environmental health records, findings of inspections, and other data to ensure proper documentation and continuity of environmental health protection.

Prepare reports and findings as witness to environmental health violations in court cases and hearing.

Reviews new environmental health policy and implements the requirements of said policy as necessary.

Educates and communicates environmental risks to the public, media, and other interested parties.

Assist the public, local health agency personnel, and other officials with recommendations and resources on various environmental health matters consistent with environmental laws, rules, or ordinances and suitable abatement practices.

Investigates foodborne, airborne, waterborne, and other suspected disease outbreaks as required.

Keeps current with professional developments in environmental health technologies, information systems, and technical advancements in the field.

Conducts surveys and investigations of communicable diseases and epidemics which may be traceable to lack of environmental sanitation.

Reviews and analyzes records/reports and makes recommendations as to laws/regulations which are needed for proper control of environmental sanitation and for methods of improving the operation of existing controls.

Assembles, reviews, and utilizes articles, bulletins, demonstrations, and other educational methods and materials concerning varied phases of environmental sanitation.

May act in a liaison capacity with local Boards of Health in all areas of environmental health.

Prepares reports.

Maintains records and files.

Performs other duties or special projects as required or as assigned.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

**REQUIREMENTS:**

**LICENSE:**

Possession of a valid Registered Environmental Health Specialist License issued by the NJ Department of Health and Senior Services.

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**KNOWLEDGE AND ABILITIES:**

Knowledge of problems/procedures involved in sanitary inspection work, in the enforcement of relevant sanitary, environmental, and public health laws, rules, and ordinances.

Ability to assess environmental health risks to and influences on humans and the environment.

Ability to interpret relevant public health laws and apply them to specific cases.

Ability to establish and maintain cooperative working relationships with coworkers and others involved or interested in the work of the unit.

Ability to prepare reports of inspections containing findings, conclusions, and recommendations.

Ability to testify accurately in court.

Ability to maintain records and files.

Ability to communicate effectively, both orally and in writing.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.