



HUMAN RESOURCES

POLK COUNTY COURTHOUSE ★ 850 MAIN ST. ★ DALLAS, OR 97338-3174
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★★★ RECRUITING ANNOUNCEMENT ★★★

***** Polk County Community Development is recruiting to fill one position consisting of either an Environmental Health Specialist Trainee or Environmental Health Specialist I *****

Position: **Environmental Health Specialist I**
Department: Polk County Community Development
Status: Full Time (40 hours/week)
Salary: \$2,996 - \$3,789 (starting salary is typically at the lower end of the range)
plus excellent benefit plan
Application Deadline: **August 8, 2011 at 5:00 p.m.** (Postmarks not accepted)

Duties: Performs professional level work in conducting surveys, inspections and investigations and assisting in the planning, promoting and carrying out of a program for the improvement of appropriate county and state sanitation standards as necessary to secure compliance with public health laws and administrative rules. Enforces and counsels public and private businesses and organizations on the rules, regulations, ordinances and codes relating to environmental sanitation. Inspects, evaluates, reports on sanitation. Inspects on-site sewage treatment systems. Inspects food service facilities and public swimming pools. May inspect schools, care facilities, County Jail, and tourist and travelers' accommodations. May perform work in epidemiology and emergency response. Investigates nuisance complaints. Investigates disease complaints. Prepares comprehensive reports. Advises on vector control and vector disease control measures. Attends conferences and training courses. Assists in the administration of the County Solid Waste Administration Ordinance. Responds to indoor air quality complaints. May serve as first responder to emergency events. Represents the County at meetings. Provides staff support for the Food Services Advisory Committee, the Ambulance Service Area Advisory Committee and other ad hoc committees as may be assigned. Performs related duties as required.

Minimum Qualifications: Bachelor's degree in public health, environmental science, biology, microbiology, or related field required plus one year of experience in environmental sanitation work; or any equivalent combination of experience and training.

Special Qualifications: Requires registration as a professional Environmental Health Specialist in accordance with ORS 700.030. Must possess and maintain a valid Oregon driver's license, automobile insurance, and have access to and use of a personal automobile as a condition of employment. Must pass a criminal background check.

How To Apply: A Polk County employment application is required. Obtain application from www.co.polk.or.us, Courthouse, or Jobline at (503) 831-3010. Submit application to: Polk County Human Resources, 850 Main Street, Dallas, Oregon 97338, e-mail to HR@co.polk.or.us or fax to (503) 623-1889. If you wish to apply for Veterans' Hiring Preference, please complete the form available from our website or the Courthouse lobby.

The County is not responsible for applications that are: not signed, illegible, lost/delayed in the mail, incomplete as a result of faxing, or missing any required supplemental information.

If you are not contacted to schedule an interview within three weeks after the closing date of this recruitment, you have not been selected to proceed to the interview process. Notification letters will not be sent.

Equal Opportunity Employer

Reasonable accommodations for applicants with disabilities will be provided upon request.