



Nancy J. Boose
Human Resources Director
Vermilion County Board

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Notice of Job Vacancy

DATE: August 1, 2018

POSITION: *Licensed Environmental Health Practitioner (LEHP I) or
LEHP-in-Training or Environmental Health Inspector*
*** 2 positions available ***

DEPARTMENT: Health Department

TERMS OF EMPLOYMENT: Full-time
M-F– 8:30 a.m. – 4:30 p.m.
Some evening and weekend work is required

BARGAINING UNIT: IBEW – Non-Judicial

BASIC FUNCTION: See attached job descriptions.

DESIRED REQUIREMENTS: Must have a valid driver’s license and proof of insurance.

TESTING REQUIRED: None required

STARTING SALARY: LEHP I - \$ 39,728/yr
LEHP-in-Training - \$37,745/yr
Environmental Health Inspector - \$35,623/yr

APPLICATION PERIODS: August 1 - 7, 2018 (Internal)
August 8, 2018 – until position is filled (External)

METHOD OF APPLICATION: Apply in person or send application and resume to:

Human Resources Director
Vermilion County Board Office
201 N. Vermilion Street, 2nd Floor
Danville, IL 61832
njboose@vercounty.org

Applications available at www.vercounty.org

EEOP Utilization Report available for public viewing at www.vercounty.org

AA/EOE

Vermilion County Health Department

Job Description

Environmental Health Inspector

8/24/2015

Pay Grade: Range per Contract

Supervisor: Director of Environmental Health

Distinguishing Features of Work:

With immediate direction and supervision, performs technical field investigations in environmental health programs. The emphasis at this level of training is on learning and application of general environmental health practices and techniques. This position is a professional job that requires the employee to exercise appropriate discretion and judgement in the performance of his/her assigned duties and responsibilities. This is a developmental position with the goal of progression leading to a Licensed Environmental Health Practitioner In-Training (LEHP-In-Training) and ultimately a Licensed Environmental Health Practitioner I (LEHP I) as defined and recognized by the State of Illinois Department of Professional Regulation.

Basic Duties and Responsibilities:

- Assists with and makes environmental health program inspections.
- Prepares activity reports and records of inspections, investigations and correspondence.
- Selects, prepares and submits samples of food, water, etc., for laboratory analysis; performs simple field tests.
- Receives in-service training as required.
- Assists with and makes collections of data and documents evidence.
- Explains state laws, local ordinances, rules and regulations; offers guidance on sanitation practices and principles; advises regarding improvements or corrections necessary to assure compliance with applicable law, rules and regulations.
- Performs other duties as required or assigned.

Required Education and Experience:

- Requires a bachelor's degree from an accredited college or university with a minimum of 30 semester or 45 quarter hours in the physical and/or biological sciences; or
- Requires an Associate's Degree in the Environmental Sciences from an accredited college; and two (2) years of full-time experience in Environmental Health; or
- Requires a minimum of 30 semester hours of basic sciences from an accredited institution and two (2) years of full-time experience in environmental health; or
- Requires an Associate's Degree or Bachelor's Degree from an accredited college or university with a minimum of 9 semester hours in physical and/or biological sciences and preference of a minimum of 2 years of experience in one of the following industries: Food Service, Wastewater, or Water Well.

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- If hired with less than 30 semester hours of basic sciences and math must complete the remaining science and math hour requirements from an accredited college acceptable to State of Illinois Department of Professional Regulation within four (4) years of hire.
- Must pay for required courses. Will allow flex time as schedule will accommodate to attend required classes.
- Must apply for and pay for an LEHP-in-Training license from the State of Illinois Department of Professional Regulation within thirty (30) days of completion of science hour requirement.
- Must apply and pay for licensure as an environmental health practitioner with the State of Illinois Department of Professional Regulation within 2 years of receiving LEHP-In-Training License, and must be licensed as an LEHP within 3 years of receiving LEHP-In-Training License. Failure to become a state-licensed LEHP within 3 years of receiving LEHP-In-Training license may be grounds for termination.

Required Skills, Knowledge and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Requires ability to perform technical inspections and make corrective recommendations following such inspections.
- Requires ability to establish and maintain effective working relationships with public and private groups and individuals.

Language skills:

- Ability to read, analyze, and interpret data to extract information, to understand technical procedures, or governmental regulations.
- Requires ability to express ideas clearly and concisely, both orally and in writing.
- Requires basic computer skills.

Mathematical skills:

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.

Reasoning ability:

- Ability to solve practical problems and deal with a variety of variables.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

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Physical Demands

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. In addition, the employee is:

- Frequently required to stand; walk; stoop; kneel, crouch; talk or hear. The employee is required to sit; use hands to finger, handle, or feel; and reach with hands and arms.
- Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus
- Position requires the individual to drive in all types of weather conditions
- Requires ability to traverse uneven terrain (hillside, open fields, construction sites, etc.) and lift objects weighing a maximum of 25 pounds in the course of conducting inspections and/or investigations.

Job Demands:

- Requires the employee to recognize and respect the confidentiality of all client or patient records, as well as, the confidentiality and/or privacy of co-workers records.
- Requires the delivery of all services in a tolerant, objective and consistent manner.
- Requires a reliable motor vehicle for work related travel.

Certificates, Licenses, Registrations:

- As required (see education section)
- Requires a valid driver's license and proof of insurance

Vermilion County Health Department
Job Description: 04/13/15
Licensed Environmental Health Practitioner (LEHP)-In-Training
Pay Grade: Range per Contract
Supervisor: Director of Environmental Health

Distinguishing Features of Work:

With immediate direction and supervision by an LEHP performs technical field investigations in environmental health programs. The emphasis at this level of training is on learning and application of general environmental health practices and techniques. This position is a professional job that requires the employee to exercise appropriate discretion and judgment in the performance of his/her assigned duties and responsibilities.

Definitions:

As defined by the Illinois Environmental Health Practitioner Act (225 ILCS 37/)

“Environmental health practice” is the practice of environmental health by licensed environmental health practitioners within the meaning of this Act and includes, but is not limited to, the following areas of professional activities: milk and food sanitation; protection and regulation of private water supplies; private waste water management; domestic solid waste disposal practices; institutional health and safety; and consultation and education in these fields.

“Environmental health practitioner-in-training” means a person licensed under this Act who meets the educational qualifications of a licensed environmental health practitioner and practices environmental health in support of and under the general supervision of a licensed environmental health practitioner or a licensed professional engineer, but has not passed the licensed environmental health practitioner examination administered by the Department of Professional Regulation.

“Licensed environmental health practitioner” is a person who, by virtue of education and experience in the physical, chemical, biological and environmental health sciences, is especially trained to organize, implement, and manage environmental health programs, trained to carry out education and enforcement activities for the promotion and protection of the public health and environment, and is licensed as an environmental health practitioner under this Act.

Basic Duties and Responsibilities:

- Assists with and makes environmental health program inspections related to food service establishment facilities, private sewage disposal systems, wells, and permitted solid waste facilities.

- Completes activity reports and records of inspections, investigations, and correspondence
- Collects, prepares and submits samples of food, water, etc., for laboratory analysis; performs simple field tests.
- Assists with and makes collections of data; assists with preparing documentary evidence and other material for the use in prosecution of cases of non-compliance.
- Assists in investigating complaints involving possible public health violations; makes follow-up inspections.
- Assists in epidemiological surveys including, but not limited to, foodborne illness outbreaks, seeking unhealthful conditions, and methods of control and corrections.
- Assists in investigating insect and rodent conditions; participates in making recommendations for control programs involving abatement procedures.
- Explains state laws, local ordinances, rules and regulations; offers guidance on sanitation practices and principles; advises regarding improvements or corrections necessary to assure compliance with applicable law, rules and regulations.
- Receives in-service training as required.
- Performs other duties as required or assigned.

Required Education and Experience:

Illinois Environmental Health Practitioner Act (225 ILCS 37)

- Requires a Bachelor's Degree in environmental health science from college or university approved by the National Environmental Health Association Accreditation Council for environmental health curricula or its equivalent as approved by the Department of Professional Regulation; or
- Requires a Bachelor's Degree from an accredited college or university which includes a minimum of 30 semester hours or equivalent hours of basic sciences acceptable to the Department of Professional Regulation ; or
- Requires a Master's Degree in public health or environmental health science from an accredited college or university if the applicant has completed a minimum of 30 semester hours or equivalent hours of basic sciences acceptable to the Department of Professional Regulation.
- Must currently be a state-licensed LEHP-in-Training, or must apply for and pay for an LEHP-in-Training license from the State of Illinois within 30 days of employment, and must be licensed as an LEHP-in-Training within 90 days of employment.
- Must apply for licensure as an environmental health practitioner with the State of Illinois within 2 years of his/her employment, and must be licensed as an LEHP within 3 years of employment. Failure to become a state-licensed LEHP within 3 years of employment may be grounds for termination.

LEHP-in Training

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Required Skills, Knowledge and Abilities:

- Requires ability to perform technical inspections and make corrective recommendations following such inspections.
- Requires ability to establish and maintain effective working relationships with public and private groups and individuals.
- Requires ability to express ideas clearly and concisely, both verbally and in writing.
- Requires ability to traverse uneven terrain (hillside, open fields, construction sites, etc.) and lift objects weighing a maximum of 25 pounds in the course of conducting inspections and/or investigations.
- Requires basic microcomputer skills.

Job Demands:

- Requires the employee to recognize and respect the confidentiality of all client or patient records, as well as, the confidentiality and/or privacy of co-workers records.
- Requires the delivery of all services in a tolerant, objective and consistent manner.
- Requires a valid driver's license, a reliable vehicle with storage area to transport equipment as necessary to conduct inspections and/or investigations and current vehicular insurance.

Vermilion County Health Department

Job Description: 04/13/15

Licensed Environmental Health Practitioner/LEHP I – Environmental Health

Pay Grade: Range per Contract

Supervisor: Director of Environmental Health

Distinguishing Features of Work:

With specific direction and routine supervision, performs professional work in a program of environmental health. The emphasis at this level is on the application of general environmental health practices and techniques and consists of field and office work including dissemination of public information and the fostering of improved community and environmental health. This position is a professional job that requires the employee to exercise appropriate discretion and judgement in the performance of his/her assigned duties and responsibilities.

Definitions:

As defined by the Illinois Environmental Health Practitioner Act (225 ILCS 37/)

“Environmental health practice” is the practice of environmental health by licensed environmental health practitioners within the meaning of this Act and includes, but is not limited to, the following areas of professional activities: milk and food sanitation; protection and regulation of private water supplies; private waste water management; domestic solid waste disposal practices; institutional health and safety; and consultation and education in these fields.

“Environmental health practitioner-in-training” means a person licensed under this Act who meets the educational qualifications of a licensed environmental health practitioner and practices environmental health in support of and under the general supervision of a licensed environmental health practitioner or a licensed professional engineer, but has not passed the licensed environmental health practitioner examination administered by the Department of Professional Regulation.

“Licensed environmental health practitioner” is a person who, by virtue of education and experience in the physical, chemical, biological and environmental health sciences, is especially trained to organize, implement, and manage environmental health programs, trained to carry out education and enforcement activities for the promotion and protection of the public health and environment, and is licensed as an environmental health practitioner under this Act.

Basic Duties and Responsibilities:

- Reviews, plans and inspects food service establishment facilities, private sewage disposal systems, wells, and permitted solid waste facilities.
- Completes activity reports and records of inspections, investigations and correspondence.
- Collects prepares and submits environmental samples utilizing prescribed methods.
- Collects data, prepares documentary evidence and other material for the use in prosecution of cases of non-compliance.
- Testifies at special hearings and court cases regarding non-compliance.
- Participates in making recommendations relative to the protection and disinfection of private water supplies.
- Investigates complaints involving possible public health violations; offers advice on solutions; makes follow-up inspections.
- Participates in epidemiological surveys including, but not limited to, foodborne illness outbreaks, seeking unhealthful conditions, and methods of control and corrections.
- Investigates insect and rodent conditions; participates in making recommendations for control programs involving abatement procedures.
- Explains state laws, local ordinances, rules and regulations; offers guidance on sanitation practices and principles; advises regarding improvements or corrections necessary to assure compliance with applicable law, rules and regulations.
- Provides general supervision for environmental health practice as required for LEHPs –in-Training and Associate Sanitarians employed by the Vermilion County Health Department.
- Receives training as required
- Performs other duties as required or assigned.

Required Education and Experience:

Illinois Environmental Health Practitioner Act (225 ILCS 37)

- Requires a Bachelor's Degree in environmental health science from college or university approved by the National Environmental Health Association Accreditation Council for environmental health curricula or its equivalent as approved by the Department of Professional Regulation; or
- Requires a Bachelor's Degree from an accredited college or university which includes a minimum of 30 semester hours or equivalent hours of basic sciences acceptable to the Department of Professional Regulation and 12 months of full time experience; or
- Requires a Master's Degree in public health or environmental health science from an accredited college or university if the applicant has completed a minimum of 30 semester hours or equivalent hours of basic sciences acceptable to the Department of Professional Regulation.; and

- Requires the acquisition and maintenance of a valid Environmental Health Practitioner license issued by the State of Illinois Department of Professional Regulation.

Required Skills, Knowledge and Abilities:

- Requires ability to perform technical inspections and make corrective recommendations following such inspections.
- Requires ability to establish and maintain effective working relationships with public and private groups and individuals.
- Requires ability to express ideas clearly and concisely, both orally and in writing.
- Requires ability to traverse uneven terrain (hillsides, open fields, construction sites, etc.) and lift objects weighing a maximum of 25 pounds in the course of conducting inspections and/or investigations.
- Requires basic computer skills.

Job Demands:

- Requires the employee to recognize and respect the confidentiality of all client or patient records, as well as, the confidentiality and/or privacy of co-workers records.
- Requires the delivery of all services in a tolerant, objective and consistent manner.
- Requires a valid driver's license, a reliable vehicle with storage area to transport equipment necessary to conduct inspections and/or investigations and current vehicular insurance.