
POSITION DESCRIPTION

JOHNSON COUNTY COMMUNITY HEALTH SERVICES

JOB TITLE: Environmental Public Health Specialist

DEPARTMENT: Environmental Health

DATE: January 2026

FLSA STATUS: Non-Exempt

IMMEDIATE SUPERVISOR: Environmental Health Supervisor

Position Summary:

The Environmental Public Health Specialist is responsible for protecting public health by performing inspections, enforcing environmental health regulations, and promoting safe and sanitary practices in the community. This position involves fieldwork, education, consultation, and enforcement related to food safety, wastewater, lodging, childcare, and other public health environmental programs. Work involves communication and planning with local agency personnel; making contacts and developing local, regional, and state relationships; providing technical advice on matters of environmental health; and assisting in the implementation of environmental public health programs. The employee is responsible for the accurate performance of technical duties and compliance with applicable policies and procedures of the local jurisdiction and the Missouri Department of Health and Senior Services.

Essential Duties and Responsibilities:

- Performs a variety of inspections relating to environmental public health programs, including:
 - Individual water and on-site wastewater treatment systems
 - Food and facility sanitation
 - Food safety inspections
 - Food- and waterborne disease prevention and outbreak investigations
 - Childcare facility sanitation and safety
 - Commercial lodging sanitation and safety
 - Vector control
 - Environmental public health factors related to disaster response and/or food transportation accidents
 - Response to food recalls
 - Environmental epidemiology programs concerning toxic and hazardous chemicals and their risk assessment.
- Conducts field inspections and evaluations concerning the application of public health practices designed to prevent disease and promote environmental health, life safety, and consumer protection.
- Conducts field investigations and epidemiological studies of food- or waterborne disease outbreaks or environmental health hazards.
- Inspects construction and maintenance of individual wastewater treatment systems.
- Inspect food service establishments, retail food stores, food manufacturers, and food distributors to determine compliance with environmental public health laws, rules, and regulations.
- Inspects childcare facilities, lodging establishments, and/or shelters to determine compliance with environmental public health laws, rules, and regulations.
- Investigates complaints involving possible environmental public health law violations; prepares reports with recommendations for corrective measures and conducts follow-up investigations.
- Inspects public and private regulated facilities and establishments with respect to food safety, safe water supply, on-site wastewater treatment, waste disposal, vector control, life safety,

electrical or plumbing hazards, general sanitation, swimming pool operation, and other related environmental issues.

- Provides technical advice to officials, property owners, and operators of plants and business establishments regarding environmental public health regulations, requirements, policies, and programs.
- Participates in regional response teams during emergency events such as natural disasters, disease outbreaks, and radiological events.
- Receives general supervision; work is reviewed while in progress and upon completion.
- This position description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other Health Department related duties requested by their supervisor, subject to reasonable accommodation.

Qualifications:

- A Bachelor's degree from an accredited college or university with a minimum of 30 earned credit hours in one or a combination of the following: Biology, Chemistry, Bacteriology, Animal Science, Food Science, Soil Science, Sanitary Science, Environmental Health, or in closely related physical or natural sciences; and,
- One or more years of professional or technical experience in environmental public health work in one or more areas of special qualifying experience. *(24 earned graduate credit hours from an accredited college or university in the specified areas may substitute for the year of required experience.)*
OR
- A Bachelor's degree from an accredited college or university in Environmental Health from a program accredited by the National Accreditation Council for Environmental Health Curriculum.
- Certified Environmental Health Specialist or Registered Environmental Health Specialist within two years of hire

Skills and Abilities:

- Knowledge of environmental and public health laws, codes, and regulations.
- Intermediate knowledge of bacteriology, chemistry, physics, biology, and other sciences as applied to environmental public health.
- Intermediate knowledge of the principles, practices, and terminology of environmental public health.
- Intermediate knowledge of relationships of environmental conditions to the general level of public and occupational health.
- Intermediate knowledge of environmental public health laws, regulations, requirements, and policies.
- Intermediate knowledge of general sanitation and sanitary practices in the food industry and indications of potential sanitation and food safety hazards.
- Intermediate knowledge of the principles of the Hazard Analysis and Critical Control Points (HACCP) system as it relates to food safety and regulation.
- Ability to comprehend and interpret environmental public health regulations, requirements, and policies.
- Ability to establish and maintain effective working relationships with the public, staff, and governmental agencies.
- Ability to communicate effectively and deliver presentations in the promotion of environmental public health issues.
- Strong attention to detail and record-keeping skills.

- Ability to interpret and apply technical regulations and communicate them effectively to the public.
- Excellent communication, interpersonal, and problem-solving skills.
- Effectively deliver presentations in the promotion of environmental public health issues.
- Ability to establish and maintain effective working relationships with the public, staff, and governmental agencies.
- Proficient in computer software including Microsoft Office and data entry systems.
- Ability to work independently, manage multiple tasks, and make sound decisions in the field.
- Must hold a valid driver's license and be able to travel within the jurisdiction.

Working Conditions:

- Work is performed both in an office setting and in the field, with exposure to various weather conditions and potential environmental hazards.
- Occasional evening or weekend work may be required for inspections or emergency response.

Physical Requirements:

- Ability to lift 50 pounds.
- Ability to bend and kneel.
- Able to perform keyboarding skills.
- Able to sit for a period of time.

Cognitive Requirements:

- Analyzing environmental, health, and safety data to identify trends, risks, and compliance issues.
- Developing solutions to environmental health concerns and public health hazards.
- Evaluating regulations, scientific data, and community needs to make informed decisions.
- Assessing inspection findings, lab results, and reports for accuracy and relevance.
- Maintaining attention to detail in documentation, permits, and reports.
- Planning and organizing inspections, investigations, and public health programs.
- Preparing clear written reports and presenting findings to stakeholders or the public.
- Staying current on environmental and public health laws, policies, and best practices.
- Consulting and collaborating with other professionals, agencies, or community members.

I have received, read, and understand the job description for the position of Environmental Public Health Specialist. I understand the duties, responsibilities, and requirements of this position and agree to perform the job to the best of my abilities.

Employee Name (Printed): _____

Employee Signature: _____

Date: _____

Supervisor Name (Printed): _____

Supervisor Signature: _____

Date: _____