

Clark County Health Department

Administrative Offices 529 East Home Road, Springfield, Ohio 45503

937-390-5600 | ccchd.com | health@ccchd.com



JOB OPPORTUNITY

Job Title	Environmental Health Technician 1
Team	Environmental Health
Supervisor	Environmental Health Supervisor
Director	Director of Environmental Health
Programs	Environmental Health
Funding Sources	License fees, Levy funded
Civil Service and FLSA Status	Classified, non-exempt
Appointment Status	Full-time
Grade/Classification	16
Insurance Benefits	Eligible for healthcare benefits
Leave Benefits	Eligible for holiday, vacation, personal, sick
Pay Range	\$15.85 to \$22.54
Regular Hours	40 hours per week
Date Posted	10/24/2025
Candidate Review	Rolling basis beginning 10/27/2025

JOB SUMMARY

Under supervision of the Environmental Health Supervisor, performs essential services of environmental health in a variety of settings including in the office and outside in the community. Responsibilities include sampling, testing, recording and reporting observations, providing administrative support within assigned programs by processing applications, licenses, payments, maintaining databases and inventory, handling correspondence and reporting, and other duties as assigned to support Environmental Health Specialists.

EDUCATION & QUALIFICATIONS

- High school diploma, GED, or equivalent
- A valid Ohio driver's license and a driving record that meets insurability requirements of the Health District's insurance provider
- Proof of insurance for a personal vehicle

ESSENTIAL FUNCTIONS

- Assist in environmental health programs such as swimming pools and spas, nuisances, housing, solid waste, schools, rabies control, vector control, sewage treatment systems, water systems, Smoke Free Ohio workplace, and other assigned environmental health programs
- Perform sampling, testing, and controlling vectors
- Collect and deliver environmental samples
- Record and report observations in the field
- Prepare daily, weekly and monthly reports
- Answer phone calls and direct them to appropriate staff
- Greet and provide respectful service to clients
- Establish, maintain, modify, and retrieve information through file/record searches, including spreadsheets and database applications
- Assist with filing and data management

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- Process applications, licenses, permits, and registrations within assigned programs
- Prepare invoices and processes payments
- Perform other related duties as assigned

Participates in agency disaster preparedness activities; may be required to report for work outside normal working hours during an emergency; available 24/7 for consultation related to bioterrorism/public health emergencies; meets all public health core competencies as outlined by the position's Supervisor; completes other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Basic knowledge of environmental health, sanitary practices, public health processes, basic biological and chemical sciences, office practices and procedures, and time management strategies, public relations and customer service practices, software applications. Skilled in applying knowledge to real-world situations, operating and maintaining specialized testing and field equipment, using personal and laptop computers, smartphones, hand and electric tools, preparing accurate reports, records and documentation, conducting observations with attention to detail and training. Ability to define problems and collect data/observations, work independently and manage time efficiently in a variety of field and office environments, understand and follow technical manuals and verbal instructions, cooperate and work effectively with co-workers, public officials, business owners, and the general public, demonstrate sensitivity and professionalism when addressing concerns of diverse populations, perform mathematical calculations including fractions, decimals and percentages and operate a motor vehicle for work-related travel. Knowledge of government structures and processes, office practices and procedures, and principles of public and interpersonal relations, proficient in typing, filing, basic mathematics, grammar, and spelling.

This job requires proficiency of computers skills including Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Reader, e-mail, electronic calendar, and internet research; ability to compile, consolidate and summarize information; exceptional knowledge and use of English grammar, spelling, written format and punctuation; effective verbal and written communication skills; ability to work independently and as part of a team both in a dependable manner; knowledge of community resources; be able to effusively deal with stress; ability to learn and use a computer and web-based reporting program for completing on-line reports; ability to establish and maintain effective working relationships with other agency and organization representatives; knowledge and skills associated with detailed recordkeeping and reporting procedures; ability to meet multiple deadlines, excellent organizational skills, and adhere to confidentiality requirements.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.

- Frequently required to sit, stand, walk, talk, write, listen and read in English.
- The employee may infrequently be required to climb, balance, stoop, kneel, crouch or crawl, reach with hands and arms, lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- The noise level of the office is moderate. May occasionally be in environments with high noise levels.
- Involves travel by automobile to attend meetings with state agencies and community partners. Must have current driver's license valid in the state of Ohio and access to a personal automobile.

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ORGANIZATION OVERVIEW

The Clark County Combined Health District (CCCHD) protects and promotes the health of citizens and the environment through the efforts of dedicated and skilled employees and application of sound public health principles. Our role is to identify community health problems; diagnose and investigate health problems and health hazards in the community; and enforce laws and regulations that protect health and ensure safety. CCCHD offers a relaxed, positive, and friendly work environment. Some positions may offer remote working as an option. The work of equity, diversity and inclusion is the work of Public Health. We are committed to a future that is free of health inequities, that promotes the highest level of wellness for the communities we serve, and a diverse and inclusive public health workforce that embodies humility, respect, leadership and service on behalf of, and with, the diverse communities we are privileged to serve.

Interested applicants should send a cover letter, resume, and completed application to:

Shannon Hackathorne
Administrative Assistant to the Health Commissioner & HR Specialist

shackathorne@ccchd.com

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Applications will be accepted on a continuous basis until the position is filled.