

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 Specialist-in-Training Registered Environmental Health Specialist 1
Team	Environmental Health
Supervisor	Environmental Health Supervisor
Director	Director of Environmental Health
Programs	Environmental Health Programs
Funding Sources	Grant, levy funded
Civil Service and FLSA Status	Classified, non-exempt
Appointment Status	Full-time
Grade/Classification	19
Insurance Benefits	Eligible for full-time benefits
Leave Benefits	Eligible for holiday, vacation, personal, sick
Pay Range	\$19.29 to \$31.17
Regular Hours	40 hours per week
Date Posted	03/23/2026
Candidate Review	Rolling basis beginning 03/30/2026

JOB SUMMARY

The Environmental Health Specialist-in-Training assists a Registered Environmental Health Specialist in conducting routine inspections, testing, and sampling across various Environmental Health programs such as food service, water systems, waste facilities, and public spaces. Investigates public health issues including food-borne illnesses, nuisance complaints, and air quality concerns. Collects and analyzes environmental samples while ensuring compliance with public health regulations.

EDUCATION & QUALIFICATIONS

- Bachelor's degree in environmental health or a related science field (e.g., biology, chemistry)
- Eligibility for registration as an Environmental Health Specialist-in-Training with the Ohio Department of Health Environmental Health Specialist board
- Must possess and maintain a valid Certificate of Registration as an Environmental Health Specialist-in-Training in accordance with Chapter 4736 of the Ohio Revised Code
- Must maintain a driving record that meets the insurability requirements of the Health District's insurance provider
- Must have valid proof of automobile insurance for personal vehicle

ESSENTIAL FUNCTIONS

Under the supervision of a Registered Environmental Health Specialist, performs routine inspections, testing, sampling, and vector control activities within assigned Environmental Health programs, which may include:

- Food Service Operations and Retail Food Establishments
- Manufactured Home Parks, Schools, and Campgrounds
- Public Swimming Pools and Spas
- Sewage Treatment Systems and Private Water Systems
- Body Art Facilities, Rabies Control, and Real Estate Certifications

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- Solid and Infectious Waste Facilities, Composting Facilities, and Septage/Solid Waste Hauling Vehicles
- Indoor Air Quality and related public health concerns

Investigates food-borne illnesses, public health nuisances, smoke-free workplace complaints, and other environmental health related concerns, conducts inspections and collects environmental samples (e.g., water, food, and other specimens) for laboratory analysis in accordance with agency protocols, performs routine field tests and screening procedures following established policies and procedures, prepares and submits accurate, complete, and timely written inspection reports, investigation summaries, and related documents, including mileage logs, itineraries, and time records, participates in ongoing training and professional development activities to build knowledge and competency in environmental health enforcement and inspection practices, attends formal training courses offered by local, state, federal, or academic institutions, and participates in internal and external environmental health meetings and self-study programs.

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

Knowledge of environmental health principles, sanitary practices, and inspection techniques, applicable local, state, and federal environmental health laws, rules, regulations, government structure and 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 environmental health regulations to real-world situations, operating and maintaining specialized testing and field equipment including GPS, transit/laser level, light meter, probe and infrared thermometers, using personal and laptop computers, smartphones, hand tools and electric tools, preparing accurate reports, records and documentation, conducting investigations and inspections with attention to detail and training or instructing others in procedures and regulatory compliance. Ability to define problems, collect and analyze data, establish facts, and draw conclusions, interpret and apply complex laws, regulations, and technical instructions to field conditions, 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.

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.

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- 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.

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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Springfield, Ohio 45503

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

All CCCHD positions are nicotine, tobacco, marijuana and THC free.

CCCHD is an equal opportunity employer.