

POSITION VACANCY

**APPLICATIONS WILL BE ACCEPTED FROM *IN-HOUSE* APPLICANTS
BEGINNING SEPTEMBER 18, 2026, THROUGH SEPTEMBER 22, 2026.**

**APPLICATIONS WILL BE ACCEPTED FROM THE PUBLIC BEGINNING
SEPTEMBER 23, 2026, THROUGH DECEMBER 18, 2026.**

POSITION IS OPEN FOR 90 DAYS UNLESS FILLED PRIOR TO DEADLINE

Website: <https://waynecounty.in.gov/jobs/index.php>

JOB TITLE: Environmental Health Specialist, #10560

Date Posted: September 18, 2026
Department: Public Health
Hours: 40 hrs. - Hourly
Salary: \$32.69/hr.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would cause an undue hardship.

Incumbent serves as Environmental Health Specialist for the Public Health Department, responsible for conducting various health and environmental inspections, and providing information and education to the public.

DUTIES:

Conducts routine inspections of food service establishments and retail food markets, collecting food samples for analysis, completing inspection reports on construction, cleanliness, and sanitation, and investigating suspected food poisoning.

Conducts environmental inspections of schools, jails, swimming pools and recreational areas, solid waste disposal facilities, and other establishments affecting public health, collecting various samples for laboratory analysis, completing reports, and making recommendations for proper maintenance of facilities.

Conducts inspections of private water supply, sewage disposal sites and systems of private residences, making recommendations regarding proper construction and maintenance according to local ordinances and/or State laws and codes.

Conducts inspections of unsanitary dwellings and environmental lead inspections of homes of children with elevated blood lead levels, making recommendations for compliance with State and local codes or legal action.

Investigates possible rabies cases and West Nile Virus cases, including logging all reported animal bites, collecting dead animals for analysis, and participating in vector control programs to identify areas of mosquito breeding, identification, and eradication.

Assists the public, including determining the public health impact of environmental health problems, investigating complaints, and working to eliminate public health problems.

Presents educational talks to community groups and conducts public health education programs and activities, including creating television programs that air on Public Access television and local cable television, and teaching CPR classes in public institutions or for private citizens.

Performs various administrative and/or clerical tasks, including conducting environmental health surveys, completing various reports and recommendations, preparing, and mailing correspondence, and assisting in Vital Records division as needed.

Maintains department equipment, including making minor repairs, as necessary.

Attends conferences and training seminars as required.

Testifies in court as required.

Responds to emergencies on a 24-hour basis.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Bachelor's degree and/or equivalent combination of training and experience in Environmental Health or related field.

Possession of or ability to obtain certification as Registered Environmental Health Specialist in the State of Indiana.

Possession of or ability to obtain CPR instructor certification and ability to maintain certification according to state requirements.

Thorough knowledge of public health principles and practices, and ability to apply basic scientific principles relating to environmental health.

Knowledge of and ability to apply job-related federal, state, and local laws, rules, and regulations.

Working knowledge of standard office practices, basic computer skills, and environmental terminology, and the ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare written reports as required.

Ability to utilize specialized training, experience, and education in environmental health and perform specific assignments as required.

Ability to properly operate a variety of standard office and job-related equipment, including computer, typewriter, fax machine, calculator, copier, telephone, car radio, test kit, thermometers, flashlight, video/camera equipment, microscope, PH paper, and backpack sprayer.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Indiana State Department of Health, Indiana Department of Environmental Management, City of Richmond Fire Department, building inspectors, hospitals, television and radio stations, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to conduct thorough investigations, inspections, and tests.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to compute/perform arithmetic operations, such as tabulating test results/surveys.

Ability to understand, memorize, retain, and follow oral or written instructions.

Ability to write and edit news releases, assist with environmental health education programs and projects, conduct public presentations, and construct displays and exhibits as required.

Ability to read and interpret detailed prints, sketches, layouts, specifications, and maps.

Ability to plan and layout assigned work projects.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work rapidly for long periods, under time pressure, and on several tasks at the same time.

Ability to testify in legal proceedings/court.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to regularly work extended, evening and/or weekend hours, and occasionally travel out of town for conferences and training, sometimes overnight.

Ability to respond to emergencies on a 24-hour basis.

Possession of a valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs a wide range of duties which involve consideration of many variables. Majority of duties are performed within clear and well-defined guidelines that are applied to specific tasks. Decisions are frequently made which are restricted only by organization-wide policies.

III. RESPONSIBILITY:

Incumbent is responsible for proper implementation of public health laws and environmental codes according to technical specifications and standard practices of the profession. Incumbent works with minimum supervision, referring to supervisor for any unusual and/or unprecedented circumstances not covered by

existing policies and procedures. Work is reviewed for soundness of judgment and compliance with precedent and/or legal requirements.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Indiana State Department of Health, Indiana Department of Environmental Management, City of Richmond Fire Department, building inspectors, hospitals, television and radio stations, and the public for the purposes of giving and receiving information, rendering service, and instructing others.

Incumbent reports directly to Environmental Health Specialist Supervisor.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a standard office environment and in the field, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing up to 25 pounds, pushing/pulling objects, crouching/kneeling/bending/reaching, climbing onto roofs and/or into basements, close and far vision, depth and color perception, keyboarding, hearing sounds/communication, speaking clearly, and handling/grasping/fingering objects. Incumbent is frequently exposed to inclement weather and hazards normally associated with construction sites and the outdoors. Safety precautions must be followed at all times to avoid injury to self and others. Incumbent may work with or be exposed to violent/irate individuals. Incumbent responds to emergencies on a 24-hour basis. Incumbent regularly works extended, evening and/or weekend hours, and occasionally travels out of town for conferences and training, sometimes overnight.

Apply at: **Wayne County Government**
 Human Resources
 401 E. Main Street
 Richmond, IN 47374

On-Line: <https://waynecounty.in.gov/jobs/index.php>

WAYNE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER