

JACKSON COUNTY

JOB DESCRIPTION

JOB TITLE: Health Administrator
DEPARTMENT: Health Department
SUPERVISED BY: Jackson County Board of Health
WORK WEEK: 40 Hours minimum

I. DEFINITION: Administer all environmental health programs of the County Board of Health, including onsite wastewater treatment, private drinking water quality, rabies control, nuisance complaint response, and general information and referral activities. Serves as the liaison between the Jackson County Board of Health and The Jackson County Board of Supervisors. Organizes the Board of Health Agenda and serves as the contact point for the board of health.

II. EXAMPLES OF DUTIES:

- A. Conduct the private septic system permit program, including issuance of permits on the basis of the relevant ordinances, installation inspection, permanent recording of installation specifications and locations, and citing regulation violations.
- B. Perform site suitability investigations to provide data for issuance or denial of septic system permits.
- C. Conduct septic system inspections on existing systems to determine layout, system components, and compliance with appropriate state and local regulations.
- D. Consult with and educate the public about Iowa's water well regulations, safe well construction, specific water contamination problems, water well sampling, and abandoned well plugging.
- E. Conduct the private well permitting program, including issuance of permits on the basis of relevant ordinances, installation inspection, permanent recording of well logs, and citing ordinance violations.
- F. Conduct private water well testing and abandoned well plugging program, to include funding grant application and administration, well inspection and sampling, observation and verification of proper well abandonment, and maintenance of a private water well data base.
- G. Receive and follow up reports of animal bites; enforce Iowa's rabies control quarantine laws.
- H. Investigate complaints of environmental health nuisances (failing septic systems, dead animals, rat harborage, etc.) and file suit through the County Attorney when necessary to gain abatement.
- I. Field questions and complaints relating to other environmental health concerns (for instance, radon, mold, lead paint poisoning, indoor air quality, fish kills, and hazardous wastes) and respond or refer as necessary.

- J. Research and develop county regulations pertaining to environmental health.
- K. Serve as department head for the Jackson County Environmental Health to include supervision of other staff members and departmental budgeting.

III. SPECIAL DEMANDS:

- A. Seasonal overtime, occasional evening and weekend work.
- B. Physical fitness to work outdoors in adverse weather condition and rough terrain.

IV. KNOWLEDGE: Must have or acquire knowledge of:

- A. Principles of environmental sanitation and health.
- B. Local and state regulations governing rural water and wastewater treatment and other health rules.
- C. The physical and biological processes occurring in private wastewater treatment systems.
- D. Details of onsite sewage treatment system design and current installation techniques.
- E. Basic soil characteristics and how to evaluate them in the field, including percolation testing.
- F. Basic groundwater geology and conventional well construction and plugging techniques and materials.
- G. Private water supply sanitation, sampling techniques and treatment process.
- H. The role of disease spreading animals in public health, and appropriate techniques.
- I. Basic water quality parameters, sampling techniques, and treatment processes.

V. QUALIFICATIONS:

- A. Education, Training and Experience:
Minimum: Graduation from an accredited (4) year college or university with major coursework in the natural or physical sciences
- B. Skills: Job requires ability to:
 - 1. Observe record and organize physical data and draw appropriate conclusions.
 - 2. Communicate effectively orally and in writing.
 - 3. Use tact in dealings with the public.
 - 4. Teach principles of environmental health in contacts with the public.
 - 5. Exercise good judgment in selecting responses and setting priorities.
 - 6. Research and learn new data and skills.
 - 7. Function independently with minimal direction.