

Ripley County Government

Name:
 Position and Department: EHS-Health Department
 FLSA Status: Exempt _____ Non-Exempt **X** _____
 Supervisor: Paul Tyrer / Administrator

PART TIME POSITION

Date: 07/13/2013
 Revised: 11/14/2024

The purpose of this position is to perform a variety of duties including environmental consultations, inspections, investigations, enforcement and office support as well as assisting and consulting with local and state agencies to provide the citizens of Ripley County with a safe and health environment.

Responsibilities and essential functions: Agent for Ripley County Health Officer

Essential Duties and Responsibilities: The following duties are normal for this position. **These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Primary:

- Private and commercial sewage systems
- Consultations
- Conduct Site Surveys
- Develop and Issue permits / receipts
- Conduct final inspections / approvals
- Investigate complaints
- Assist other members of the Environmental Department as needed

Secondary Duties

- Transfer Phone Calls
- Provide information, assistance and public consultation
- Issue and write receipts for prepared permits for other divisions
- Participate in Accreditation efforts
- Participate in public health preparedness events
- Attends Exercises, trainings, and meetings as necessary

- This position is funded through a grant and will continue throughout 2025

Previous experience working within private or commercial onsite sewage systems a plus

Applicant will be required to undergo a background check and provide work references.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions:

- Ability to operate a variety of automated office machines including copier, laminator, fax machine, Identicard machine, poster making

Special Requirements:

- Must possess a valid Indiana Driver's License
- Possess public speaking skills

Qualifications: Minimum training and Experience Required to Perform Essential Duties and Responsibilities:

Language Ability and Interpersonal Communication:

- Ability to comprehend and correctly use a variety of informational resources including Indiana Codes, references books and training materials
- Ability to prepare training

<p>machine, telephone, computers/printer, etc.</p> <ul style="list-style-type: none"> • Proficiency in MS Word, Excel, PowerPoint, Publisher • Ability to operate various training, inspection/testing, and recording equipment including camera, TV/DVD, power point projector/screen • Ability to operate a motor vehicle <p>Environmental Adaptability:</p> <ul style="list-style-type: none"> • Ability to work effectively in an office environment and operate as a team member • Ability to work effectively with children of all ages • Ability to work with babies and children resisting vaccinations • Ability to work with senior citizens • Ability to calmly handle irate or belligerent citizens 			<p>presentations including power point programs</p> <ul style="list-style-type: none"> • Ability to complete inspection/investigation reports • Ability to record and deliver information, explain procedures, maintain confidentiality of restricted information, and to follow instructions • Ability to use and interpret medical, engineering, legal, and counseling terminology and language. • Ability to communicate effectively with the Indiana Department of Health personnel, Ripley County Health Officer, intended training audience, and the general public verbally and in writing.

Please submit current resume and cover letter attention to Paul Tyrer healthadmin@ripleycounty.in.gov