



Position: Environmental Health Specialist
Department: Health Department
Supervisor: Health Administrator
Schedule: 8:00 AM to 4:00 PM, M-F
Status: Full-Time, Non-Exempt, Hourly
Position Funding: Local Tax, Salary Set by Ordinance
Last Revised: August 12, 2026

The **Mission** of the Ripley County Health Department is to promote individual and environmental health, prevent injury and disease in the community, assure emergency preparedness, and preserve vital records. We advocate for the health of the county, and we value evidence-based practices, stakeholder partnerships, and transparency.

The **Purpose** of this position is to work as part of a team to protect the health and safety of Ripley County residents. Specifically, the incumbent ensures that residential and commercial on-site sewage treatment systems comply with state-mandated minimum requirements and local ordinance through inspections, investigations, permitting, consultation, and enforcement. These efforts help protect the county's watersheds and private drinking water supply. The incumbent also inspects public and semi-public swimming pools to ensure safe recreational water quality; surveys for zoonotic diseases and vectors; and investigates housing complaints to determine whether unsafe or unhealthy conditions exist. Additionally, the incumbent will engage in public education and contribute to the development and implementation of strategies that improve operational efficiency and ensure that public resources are allocated according to identified priorities.

Essential Functions:

Individuals must be able to perform the essential duties of this position satisfactorily and work under the environmental conditions required of the position. The functions listed below are not intended to be an exhaustive list of all responsibilities, duties, and skills required. The Ripley County Health Department provides reasonable accommodations to employees with known disabilities who are able to perform these essential functions, unless doing so would impose an undue hardship. For consideration, applicants must complete the Ripley County Employment Application and submit a resume to the Health Department Administrator. Applicants invited to interview will be asked to submit a short writing sample based on a provided prompt and will be required to complete a proctored basic mathematics assessment on the day of the interview. For questions regarding this position, contact the Health Department Administrator at healthadmin@ripleycounty.in.gov.

On-Site Sewage Duties

- Obtain IOWPA Septic Inspector Certificate or equivalent within 18 months of hire
- Regulate septic installers through testing, registration, and continuing education as needed.
- Process on-site sewage treatment applications and issue or deny permits in a timely manner.
- Review soil sample results and on-site sewage plans to ensure septic system designs meet state minimum standards and local ordinance requirements.
- Draft and issue site suitability letters when requested and when sites are determined to be suitable for on-site sewage treatment.
- Draft and issue correspondence in cooperation with other county departments upon request.
- Respond to installer requests for inspections in a timely manner.
- Respond to septic system failure and sewage dumping complaints in a timely manner.

Pool Duties

- Possess or obtain Certified Pool Operator certification or an equivalent certification within one year of hire.
- Process pool permit applications and issue or deny permits in a timely manner.
- Conduct annual and seasonal pool inspections to identify violations of state statutes, regulations, and local ordinances and to evaluate water quality and safety.
- Collect water quality samples and submit them to the Indiana Department of Health (IDOH) laboratory as required.
- Review water quality reports and interpret laboratory results.
- Respond to public and semi-public pool complaints in a timely manner.

Private Well Duties

- Provide private well testing services as requested by the public and as funding permits.

Zoonic Disease and Vector Surveillance Duties

- Conduct seasonal surveillance of mosquito breeding areas and submit collected samples to the IDOH laboratory.
- Conduct animal bite investigations in a timely manner.
- Submit animal specimens suspected of rabies exposure to the IDOH laboratory in a timely manner.
- Coordinate and host biannual community rabies vaccination clinics as funding permits.

Housing and Other Environmental Complaint Duties

- Receive and investigate housing and other environmental complaints in a timely manner, including but not limited to complaints involving open burning, illegal dumping, rodent infestations, housing conditions, hazardous waste sites, and air quality.
- Provide ongoing case management for properties subject to abatement orders by maintaining an electronic tracking system.
- Request assistance from subject-matter experts to aid in investigations as needed.

General Duties

- Maintain current knowledge of environmental health issues, regulations, and best practices related to residential and commercial on-site sewage systems, public and semi-public pools, private wells, zoonic disease, and vector control by periodically attending seminars, meetings, and training opportunities.
- Maintain thorough knowledge of constitutional safeguards, possess a basic understanding of jurisdictional authority, and understand the legal procedures applicable to residential complaint investigations.
- Represent the Health Department, upon request, in community partnerships and stakeholder engagement activities.
- Educate the public regarding on-site sewage system and private well maintenance, testing, and hazards.
- Educate the public regarding risks associated with zoonotic diseases and vectors.
- Promptly draft detailed investigation reports and issue abatement, closure, vacate, and other orders as required including proper citation of authority.
- Promptly draft and issue orders requiring rabies vaccination for unvaccinated pets identified through bite investigations including proper citation of authority.
- Provide proper notice of all orders and monitor progress towards compliance with orders through use of electronic management systems.
- Respond to public records requests within the timeframe required by state law.
- Assess and analyze patterns and statistical trends across geographic, demographic, socioeconomic, and seasonal factors.
- Compile statistics and information for quarterly and annual reports.
- Attend mandatory in-person and virtual training sessions.
- Solicit and receive feedback to improve individual performance and identify emerging public health needs.
- Draft professional correspondence, prepare reports, complete forms, accurately enter and maintain data, and update standard operating procedures.
- Operate a personally owned motor vehicle for field work and maintain accurate mileage logs.
- Attend New Environmentalist Orientation hosted by the Indiana Department of Health within

one year of hire.

- Perform occasional weekend and evening work as required and flex weekly schedule to accommodate hours.
- Respond within 24 hours to public health emergencies.
- Participate in cross-training for related positions and perform related duties during short-term staff absences. Such duties may include, but are not limited to, food and body modification program enforcement and issuance of vital records.
- Perform additional duties as assigned by the Health Department Administrator or as recommended by the IDOH, IDEM, IDHS technical assistance teams.

Environmental Conditions:

- Work effectively in a shared office environment and as part of a collaborative team.
- Drive a personally owned vehicle while navigating rural and often unmarked county roads.
- Meet physical requirements that may include lifting up to 35 pounds and standing for extended periods.
- Perform physical activities including crouching, kneeling, bending, reaching, climbing, crawling, sitting, and standing for extended periods.
- Traverse rugged, uneven, or difficult terrain as necessary to perform field surveillance, inspections, and investigations.
- Work in environments where exposure to vectors, harmful bacteria, and potentially hazardous chemicals may occur. Must be able to wear appropriate personal protective equipment (PPE), including gloves, gowns, boot covers, and insect repellent.
- Work in inclement weather conditions, including extreme heat and cold.
- Work alone in a field or residential environment.

Skills and Abilities:

- Demonstrate basic geometry skills, including strong visual and spatial reasoning skills such as the ability to interpret and translate objects and measurements between three-dimensional and two-dimensional representations and including the ability to calculate area and volume.
- Demonstrate basic algebraic and computational skills, including the ability to create and use simple formulas and use a tape measure.
- Ability to access, read, comprehend, and interpret complex scientific or technical literature, statutes, administrative codes, regulations, ordinances, legal documents, and operational procedures.
- Possess strong organizational skills and the ability to efficiently file, maintain, and retrieve electronic and paper records.
- Ability to operate standard office equipment, field equipment, and a camera.
- Demonstrate proficiency with Microsoft Office and Google Workspace products.
- Demonstrate empathy and professionalism when conducting inspections and investigations while maintaining the integrity and impartiality of the regulatory process.
- Demonstrate a high level of attention to detail, particularly when evaluating construction and installations against approved design specifications.
- Possess flexibility and the ability to adjust a predetermined schedule to respond to unexpected, urgent, or time-sensitive public health needs and weather
- Be self-motivated and able to work independently while meeting established deadlines.
- Ability to work alone in the field and make appropriate decisions within established policies, procedures, statutes, and regulations.
- Possess strong professional verbal and written communication skills, including the ability to draft technical and legal correspondence.

- Ability to manage multiple diverse assignments and priorities throughout the workday.
- Ability to present information effectively in public forums.
- Ability to provide testimony in legal proceedings when required.
- Demonstrate independent decision-making and sound professional judgment especially in stressful or emotionally charged situations.
- Ability to provide courteous customer service when interacting with upset, irate, or confrontational members of the public.
- Ability to receive feedback to improve performance.
- Possess strong interpersonal skills and the ability to establish and maintain effective working relationships with state agencies, local government agencies, community partners, contractors, property owners, and members of the public.
- Ability to operate a motor vehicle safely and legally.
- Ability to work effectively with people of all ages and abilities, including school-aged children, older adults, and individuals with intellectual or physical disabilities.

Required Qualifications:

- Valid Indiana driver's license and access to a reliable vehicle.
- Bachelor's degree in Environmental Science, Biology, Chemistry, Public Health, Legal Studies, or a related field.
- Four years of relevant work experience may be substituted for the educational requirement. However, relevant experience is subject to review and approval on a case-by-case basis.
- Ability to successfully complete a proctored septic inspector examination before conclusion of the probationary period.

Preferred Qualifications:

- Experience in one or more of the following: project management, project development, environmental safety or compliance, septic installation, or well drilling