



Position Description

Position Title:	Environmental Health Support Staff	Work Title:	Environmental Health Support Staff
Division:	Environmental Health	Status:	Temporary
Reports to:	Director of Environmental Health	Employment Status:	Part-time
Funding Source:	Varies	FLSA Status:	Non-Exempt
Core Competencies: Tier 1			Current Rate: \$13.00-\$15.00
This position description was last approved by the Board of Health on:			05/27/2026

Position Introduction:

This position will provide administrative support to the Environmental Health Department and programs at Coshocton Public Health District. The temporary position is budgeted to spend 600-700 hours working within the EH programs June – September.

Essential Duties and Responsibilities:

- Utilize the programs of Health Space, HDIS, and Office for:
 - Data entry
 - Development of tools for implementation of the Operation Maintenance program
 - Develop other tools and assigned for the EH programs
- Evaluates the needs of EH staff through engagement in meetings, program development, and data review to develop streamlined front office processes and procedures to meet the needs of all EH program customers.
- Participate in data collection within the EH programs
- Participate in Quality improvement activities and quality review of processes
- Assist in vector surveillance, public education related to mitigation of vector-borne disease, and sharing of information with community partners
- Records review and disposal based on the CPHD records retention policy.
- Develop an inventory of equipment within CPHD, and recommend disposal of that which is broke, out dated, or no longer used.
- Other duties as assigned or requested
- Demonstrate the values outlined in the CPHD Strategic Plan
- Help in the promotional efforts for CPHD programs and activities, both internal and external. This includes attending health fairs and special events, preparing displays for events, and developing educational materials.
- Represent the department and agency favorably to the public.
- Ensure compliance with standards, laws, and regulations.
- Ensure compliance and works toward the mission of CPHD.

Other Duties and Responsibilities:

- Participates in setting department, division and personal goals and activities.
- Works cooperatively with other divisions as needed.

Minimum Qualifications:

- High School Diploma
- Must be computer proficient and able to work efficiently in a heavily computerized PC environment using various Microsoft Office and database applications, including web-based collaboration tools.
- Must have a valid Ohio driver's license with good driving record.
- Must be able to pass background check and drug screen.

Preferred Qualifications:

- Bachelor's Degree
- Preference should be given to the best qualified applicant who shows the most positive attitude

Minimum Credentials:

The following credentials must be acquired and maintained prior to initial hire:

- Valid Ohio driver's license with good driving record.

Work Environment:

- Daily work environment includes both general office setting and field setting (industrial, commercial, residential and outdoors in inclement weather and temperature extremes).
- Also includes driving a county vehicle to field destinations.
- All work requires mental focus, organization skills, ability to meet critical deadlines and excellent communication skills, both written and verbal.
- Office setting includes sitting and viewing a computer screen for long periods of time, standing or walking or long periods of time, walking on uneven surfaces.
- Must have the ability to perform inspection duties in the field, both indoors and outdoors.
- Must have the following minimum abilities to perform these inspection duties: lift/hoist 40 pounds or more: carry field equipment; walk on uneven/unimproved surfaces for long periods of time; climb ladders and stairs; work at substantial heights; tolerance of extreme outdoor weather conditions.
- This position will require scheduling of duties at night, on weekends or other non-traditional work hours.
- Scheduling of duties may occur with less than 24 hours' notice.
- Work performed may be subject to challenging interactions with community members.
- Travel will be required to other area offices including the Ohio Department of Health, Ohio Department of Agriculture, Ohio Environmental Protection Agency and other trainings and meetings.
- Occasional, overnight, and out of state travel may be required.
- Reasonable accommodations in accordance with ADA compliance will be made available to those who need it on order to achieve the above descriptions.