



Position Description

Position Title:	Registered Environmental Health Specialist	Work Title:	Registered Environmental Health Specialist
Division:	Environmental Health	Status:	Classified
Reports to:	Director of Environmental Health	Employment Status:	Full-Time
Funding Source:	Varies	FLSA Status:	Non-Exempt
Core Competencies: Tier 2		Current Rate: \$21.00-\$34.00 based on experience	
This position description was last approved by the Board of Health on:		04/19/2026	

Position Introduction:

An individual of this classification provides consultation, instruction, investigation, inspection, evaluation, field sampling and testing, enforcement and technical or administrative duties requiring specialized knowledge and skills in the practice of environmental health science. Works closely with other internal divisions and external service providers to prevent the spread of disease, promote health, and protect the public from harm. An individual of this classification works under the direction and supervision of the Director of Environmental Health and may supervise the activities of subordinate employees and/or provide technical assistance and consultative services to other health department staff, other employees and the public. A person of this classification will be expected to participate in planning and be able to response to various public health emergencies. Actively participates in organizational quality improvement projects and other workgroups to advance the mission of the department.

This position will work primarily with the following programs: Food, Body Art, Rabies, School Inspections & Nuisances.

There will be some work in Public Health Emergency Preparedness. Responsibilities include PHEP grant management: completion of PHEP deliverables through coordination with an outside contractor for services, staff training through ICS courses and exercise and maintaining agency readiness in response to emergencies. Will serve as the LEPC representative from public health and participate in local and regional exercises.

Essential Duties and Responsibilities:

REHS 30% Supervision: An individual of this classification works under general supervision and requires considerable knowledge of environmental health science; state, local, federal law and agency policies; rules and regulations pertaining to environmental health science issues. Supervises subordinate staff and functions in the Environmental Health Division including interviewing, orientation, training, meetings, performance evaluation, Coshocton Public Health policies, processes, and procedures, revision/update of position descriptions, staff scheduling, set goals and deadlines and coordinate the work to ensure adherence to quality standards, deadlines and proper procedures, proactively reviews work of subordinates to prevent errors or problems. Creates systematic guidance to be used by staff in enacting duties.

OR

REHS In Training 75%: Inspects, investigates, evaluates compliance with rules and regulations, documents work in various electronic systems in the following program areas: food protection, swimming pools and spas, schools, tattoo and body art, solid and infectious waste, nuisance control, vector control, indoor housing sanitation, air pollution, indoor air quality, lead hazard reduction, animal bites, private water systems, household sewage treatment systems, stormwater drainage and other environmental areas as needed. Works with Environmental Health Specialist of a higher classification to enforce public health laws and rules, provide technical assistance and training to other staff, employees and the public.

REHS 45% Operational Functions: Inspects, investigates, evaluates compliance with rules and regulations, documents work in various electronic systems in the following program areas: food protection, swimming pools and spas, schools, tattoo and body art, solid and infectious waste, nuisance control, vector control, indoor housing sanitation, air pollution, indoor air quality, lead hazard reduction, animal bites, private water systems, household sewage treatment systems, stormwater drainage and other environmental areas as needed.

OR

REHS In Training 20% Business Functions: Works with County Departments and groups to identify and mitigate public health hazards in the community. Participates in various community coalitions to advance mission, vision and values of the Coshocton Public Health District and Environmental Health Division. Participates in various workgroups and committees. Research public health issues and prepares written recommendations summaries. Maintains documentation per department policy. Responds to public health emergencies. Maintains credentials, skills and training in the practice of environmental health science and technology.

REHS 5% Other Duties and Responsibilities:

- Public Health Emergency Preparedness Duties.
- Participates in setting department, division, subordinates, and personal goals and activities.
- Works cooperatively with other divisions as needed.

OR

REHS In Training 5% :

- Public Health Emergency Preparedness
- Other duties as assigned.

Minimum Qualifications:

- All candidates must have graduated from an accredited college or university with a Baccalaureate Degree in Environmental Science, electronics, mathematics, chemistry, physics, biology, physical sciences, public health or related field and have obtained at least 45 quarter or 30 semester units of science courses approved by the Ohio Department of Health, Environmental Health Specialist Registration. Possess an active Environmental Health Specialist License from the Ohio Department of Health and willingness to maintain.
- Be willing and able to maintain EPA Commercial Applicator License (pest control).
- 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 application tools.
- Must have a valid Ohio driver's license with good driving record.

- Must have a minimum of three years of experience as an Environmental Health Specialist with Coshocton Public Health District or minimum of five years of experience as an Environmental Health Specialist with another public health department.
- Experience with PHAB Accreditation.
- Experience writing policies and procedures.

OR

- Graduated from an accredited college or university with a Baccalaureate Degree in environmental science, electronics, mathematics, chemistry, physics, biology, physical sciences, public health or related field and have obtained at least 45 quarter units or thirty semester units of science courses approved by the Ohio Department of Health, Environmental Health Specialist Registration.
- Possess an active Environmental Health Specialist In Training License from the Ohio Department of Health and willingness to maintain.
- 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.

Minimum Credentials:

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

- Valid Ohio Driver's license with good driving record.
- Environmental Health Specialist (EHS) registration issued by the Ohio Department of Health.
- The following credentials must be acquired and maintained. These credentials are not required upon initial hire but are required to be acquired after hiring within 12 months. Certificates in National Incident Management System (NIMS) emergency planning courses: 100, 200, 300, 400, 700, 800

Applications can be submitted through this link: <https://coshoctoncounty.bamboohr.com/careers/31>