VILLAGE OF OAK PARK

POSITION VACANCY NOTIFICATION – 27-January-2014

CLASSIFICATION	SALARY	DATE AVAILABLE	DEPARTMENT/ DIVISION
ENVIRONMENTAL HEALTH INTERN	$13.00/hr	A.S.A.P	HEALTH DEPARTMENT (This is a Part-time Seasonal Job with an Estimated 12-Week Length of Employment)

DEFINITION: To assist Environmental Health Practitioners in the inspection of local businesses, homes and other establishments to enforce state and local laws and ordinances related to public health safety; and to respond to and resolve citizen complaints regarding nuisances and reported epidemics.

EXAMPLES OF DUTIES (*Essential duties and responsibilities*): Conducts the following tasks related to West Nile Virus (WNV) source reduction: Identify, document and/or remediate sources of standing and/or stagnant water. Identify and document discarded tires, cans, plastic containers, ceramic pots and other unused similar water-holding containers on private and commercial properties. Identify properties with tall grass or overgrown vegetation. Conduct public education regarding the importance of reducing or eliminating sources of mosquito breeding and exposure to mosquitoes. Collect data, enter data into computer and analyze data. Maintain Hotline and West Nile Virus Database. Distribute West Nile Virus brochures and posters. Assist Environmental Health Practitioners in the inspection of restaurants, grocery stores, mobile and temporary food service facilities, retail food stores and other public service establishments; ensure compliance with standard health safety requirements; record violations and follow-up as appropriate. Assist Environmental Health Practitioners in the investigation of citizen complaints regarding nuisance violations including odor, noise, air, over-growth of grass, weeds and other vegetation, solid waste and water pollution; enforce state and local laws, codes and regulations; prepare letters of compliance for violations. Assist Environmental Health Practitioners in conducting rodent surveys including an assessment of the local environment and/or conditions; provide public education regarding the elimination of conditions that attract or host rodent populations. Respond to and resolve citizen inquiries and complaints. Assist Environmental Health Practitioners with lead, childcare and swimming pool programs. Perform related duties and responsibilities as required.

QUALIFICATIONS (*Knowledge of*): Health and safety policies and procedures. Basic entomology and pest control principles. Basic principles of chemistry, biology, microbiology and toxicology. Principles and procedures of record keeping. Pertinent Federal, State and local laws, codes and regulations. Customer service principles and methods. Microsoft software applications including Word, Excel, Outlook and PowerPoint.

Ability to: Inspect facilities and operations to ensure compliance with applicable health and safety regulations. Interpret, explain and enforce the Village health and safety rules, regulations, laws and codes. Recognize health safety violations and recommend solutions. Work independently in the absence of supervision. Prepare clear and concise reports. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work. Maintain effective audio-visual discrimination and perception needed for: *Making observations; Communicating with others; Reading and writing; and operating assigned equipment.* Maintain mental capacity which allows the capability of: *Making sound decisions; and Demonstrating intellectual capabilities.*

EXPERIENCE AND TRAINGING GUIDELINES

Experience/Education: Two years of exposure in environmental, public health and/or other science related programs.

Training: Must be currently enrolled in a degree program at the bachelor or masters level at an accredited college or university in an environmental, public health or other science related programs.

WORKING CONDITIONS: Travel from site to site; exposure to dust and noise; some climbing, stooping and lifting. Work in inclement weather conditions. Extensive walking outdoors for exterior property inspection.

LAST DATE FOR ACCEPTANCE OF APPLICATIONS: February 14, 2014

Applicants can visit our website at www.oak-park.us All applicants must complete a Village of Oak Park Application for Employment and demonstrate their current enrollment in a degree program at the bachelor or masters level at an accredited college or university in an environmental, public health or other science related programs. A resume may be submitted with a Village of Oak Park Application for Employment. Submit applications and resumes to HR, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302, HR@oak-park.us or by fax 708-358-5107.