



Environmental Health Intern Job Advertisement

Introduction

The Village of Oak Park is seeking qualified candidates for the position of Environmental Health Intern.

Description of Oak Park:

The Village of Oak Park, Illinois is a thriving, transit-oriented community of about 52,000 people located immediately west of the City of Chicago and known for its great neighborhoods, architectural heritage and innovative public policy initiatives. Within its 4.5 square miles live one of the region's most diverse mixes of cultures, races, ethnicities, professions, lifestyles, religions, ages and incomes.

Oak Park operates under the village manager form of government. An elected legislative board consisting of a president and six trustees set policy and a professional manager oversees the day-to-day administration of government. Village services and programs are delivered by about 370 employees.

Description of the Department's operational functions and other information:

The Village of Oak Park has an exceptional opportunity to work in the Oak Park Health Department as Environmental Health Intern.

Primary Duties and Responsibilities of the Position include, but are not limited to:

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.

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.

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce.

- Collect dead birds for testing.

Other important duties and responsibilities:

- 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 environmental and/or conditions; provide public education regarding the elimination of conditions that attracts or host rodent populations.
- Respond to and resolve citizen inquiries and complaints.
- Assist Environmental Health Practitioners with lead and childcare programs.
- Perform related duties and responsibilities as required.

Minimum and Desired Qualifications with Salary Range and Benefits:

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 program.

Salary is \$15.00 per hour

Instructions on how to apply:

Interested candidates should mail their cover letter, resume, three (3) professional references, and Village application to Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302, or submit by email to Careers@oak-park.us.

More information on applying for a position with the Village of Oak Park is posted at www.oak-park.us/jobs.