



## POSITION DESCRIPTION

**JOB TITLE:** EPHS I  
**FLSA STATUS:** Non-Exempt  
**DATE:**

**DEPARTMENT:** Environmental Health (EH)  
**LOCATION:** Branson  
**REPORTS TO:** EH Manager

### JOB SUMMARY

An EPHS, Environmental Public Health Specialist, prioritizes the health and safety of people using services in Taney County, including restaurants, hotels, pools, childcare, body art, massage and tanning by conducting risk-based inspections to ensure facilities are following all applicable codes and ordinances.

### ESSENTIAL DUTIES, FUNCTIONS, AND RESPONSIBILITIES

- Support permitted and aspiring facilities through education, application review, and technical assistance.
- Protect the health and safety of the public by ensuring permitted facilities are compliant with codes and local ordinances through inspections and site visits.
- Provide education to improve knowledge and skills necessary to protect health and safety in facilities and the public of Taney County.
- Respond and investigate complaints, foodborne illness outbreaks, and emergency incidents.
- Expand knowledge and expertise in inspection programs through cross training with peers, professional development, and participating in the Quality Assurance program.
- Serve as a back up to private drinking water lab operations to ensure Taney County Health Department maintains DNR certification and conduct microbiological testing of water samples to ensure the safety of drinking water.
- Participate in the “On Call” phone rotation.

### TCHD GENERAL PUBLIC HEALTH RESPONSIBILITIES

- Must engage in the TCHD Strategic Plan including development, planning, and implementation.
- Must incorporate TCHD core values of caring, protecting, and serving into everyday responsibilities.
- Must participate in Continuous Quality Improvement at TCHD by promoting, planning, and/or implementing.
- Must participate in planning and execution of your division Performance Management goals.
- Must establish individual performance and professional goals and must accomplish these goals on a yearly basis.
- Must take a core competency assessment every 3 years and must establish and complete a training plan for improvement.

## EDUCATION & RELATED EXPERIENCE

- Bachelor's Degree with 30 hours of science credits.
- Valid Missouri Driver License and daily access to a reliable and insured vehicle.
- Must be able to drive to multiple locations, community meetings, and trainings.

## KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Excellent team player.
- Strong analytical and problem-solving skills including conflict resolution.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks.
- Proficient with Microsoft Office Suite or related software.

## PHYSICAL REQUIREMENTS

PHYSICAL TASK	PHYSICAL REQUIREMENTS	FREQUENCY
Sitting	Must be able to remain in a stationary position for long periods of time.	Frequently
Standing	Must be able to remain in a vertical or upright position for long periods of time.	Frequently
Walking	Must be able to move about the work area, from one area to another, to perform duties and assist clients.	Frequently
Lifting	Must be able to raise up to 20 pounds of supplies from a lower to a higher position or horizontally from position to position.	Occasionally
Carrying	Must be able to move 20 pounds of documents, supplies, and other equipment from one area to another.	Occasionally
Reaching	Must be able to extend upper extremities in an upward or downward direction to pick up files, work supplies, or other items.	Occasionally
Seeing	Must have visual acuity to make observations and work on a computer.	Constantly
Talking	Must be able to communicate verbally with co-workers, clients, and the general public to exchange information, respond to questions, and solve problems.	Constantly
Hearing	Must be able to receive information through oral communication.	Constantly

## WORKING CONDITIONS

Most duties are performed in an office environment. The office work environment is usually a well-lit environmentally controlled indoor environment with a moderate level of noise. Work hours may vary

depending on the operational activities and required duties.

**This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties may differ from those outlined in the job description and other duties, as assigned, may be required. This document does not create an employment contract. Employees are employed on an “at-will” basis and may be terminated at any time. Consistent with all federal and state disability laws, the Taney County Health Department will provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause undue hardship to the organization.**

**I have read and understood this position description.**

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Employee Signature

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Date

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Manager Signature

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Date