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“Working towards a healthy and safe Putnam County”

Putnam County Health Department is seeking qualified candidates for the position of Director of Environmental Health.

Minimum Qualifications: Completion of undergraduate degree at an accredited college or university in environmental science, or related science; at least three (3) years public health experience. Knowledge of state, local and federal environmental health laws, codes, and regulations. Must be able to read, write, speak, and understand the English language.

Licensure: Must be a Registered Environmental Health Specialist in accordance with ORC Chapter 4736. Must possess and maintain a valid Ohio driver’s license and meet minimum requirements for being insured by the Health District’s insurance provider.

Essential Duties of the Position: Oversees, manages, plans, develops, implements, and directs for all Environmental Health programs including but not limited to Sewage Treatment Systems, Private Water Systems, Food Safety, Campgrounds, Public Pools, Public Health Nuisances, Schools, Body Art and Tattoo, and Animal Bite/Rabies Surveillance. Analyzes techniques and procedures, establishes goals and objectives, monitors all programs, and explores effectiveness. Works directly with stakeholders and county partners. Monitors budget and environmental finances. Pursues and applies for grant opportunities and oversees grants received. Calculates annual fees for programs. Develops, oversees, and enforces policies, procedures, standard operating guidelines. Uses computers and computer systems (hardware and software). Performs inspections and investigations in all programs. Drives vehicle to and from sites, lifts, pushes, and pulls, and collects samples for testing. Maintains files and records of inspections and consultations. Assists with re-accreditation efforts and other duties as assigned by the Health Commissioner. May be required to play an active role in the event of a public health emergency, which may include changes in responsibilities and working hours

PCHD is an equal opportunity employer.

Please send resume and cover letter to kim.rieman@putnamhealth.com or Kim Rieman, 256 Williamstown Rd., Ottawa, Ohio 45875.