



Posted: 04.01.2023

Position Recruitment Notification External Candidates

Job Classification: Environmental Health Intern

Department/Division: Health/Environmental Health
Employment Status: Full-time-Seasonal (May-October)
Hourly Salary/Grade: \$17.00/5-GS
FLSA: Non-Exempt
Union: Non-Union
Employment Commission: N/A

Deadline for Application: Until position is filled

POSITION SUMMARY:

This is a single class position under the supervision from higher level supervisory and management staff. This position will 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 safety, and to respond to and resolve citizen complaints regarding nuisances and reported epidemics.

INSTRUCTIONS TO APPLICANTS:

Applicants can apply directly using the following link:
<https://secure.entertimeonline.com/ta/6141780.careers?ApplyToJob=637736128>. For additional information on the position, visit our website at <https://www.oak-park.us/your-government/human-resources-department>. Submit applications and resumes by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: jobs@oak-park.us; or by fax to: 708-358-5107.

A COPY OF THE POSITION DESCRIPTION IS ATTACHED

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



ENVIRONMENTAL HEALTH INTERN

Department: Health

FLSA: Non-Union Non-Exempt

Pay Grade: 5-GS

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To assist Public 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, to carry out the deliverables of public health grants; and to respond to and resolve citizen complaints regarding nuisances and reported epidemics.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Public Health Director.

EXAMPLES OF DUTIES - *Essential and other important duties and responsibilities may include, but are not limited to, the following:*

Essential duties and responsibilities:

1. Conduct Smoke-Free Illinois Act compliance checks public places and places of employment (both food and non-food businesses) by checking for signage, ashtrays and documenting witnessed smoking violations.
2. Conduct follow-up activities for Smoke-Free Illinois Act complaints, including conducting phone calls to businesses that violated SFIA, writing and sending letters to violators, following-up with violators to ensure receipt of letters and corrective actions taken by violators, conducting site inspections of businesses that violate SFIA to ensure correction of SFIA violation implemented.
3. Collaborate with the Environmental Health Division to address SFIA violations if needed.
4. Document violations of the of SFIA.



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5. Collaborate with Health Education Division to carry out programmatic activities related to injury prevention initiatives, including opioid overdose prevention, gun and firearm injury prevention, and pedestrian and cyclist injury prevention.
6. Conduct public education regarding the Tick program.
7. Assist Environmental Health in conducting rodent surveys; provide public education regarding the elimination of conditions that attracts or host rodent populations.
8. 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.
9. Conduct follow-up activities to ensure compliance with the flavor tobacco ban ordinance by violators.
10. Respond to and resolve citizen inquiries and complaints.
11. Assist Clinical and Emergency Preparedness departments as needed with clinics and Testing.
12. Prepare and send COVID 19 testing supplies to the public

Other important duties and responsibilities:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Health and safety policies and procedures.
- Public Health concepts such as communicable and chronic disease prevention, injury prevention, and community health promotion.
- Principles and procedures of record keeping.
- Customer service principles and methods.
- Microsoft software applications including Word, Excel, Outlook and PowerPoint.

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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 interpersonal skills in the workplace to effectively communicate and interact with others.
- Maintain reasonable and predictable attendance.

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned office equipment.*

Maintain mental capacity which allows the capability of Sustainability cognitive abilities that enable the potential for:

- *Making sound decisions*
- *Demonstrating intellectual capabilities.*
- *Maintain reasonable and predictable attendance.*

Experience and Training Guidelines

Training/Experience/Education: Must be currently enrolled in a degree program at the bachelor or master's level at an accredited college or university in an environmental, health, public health or other science related program.

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 surveillance/inspection.

Diversity Equity & Inclusion Statement



ENVIRONMENTAL HEALTH INTERN

The Village of Oak Park commits itself to diversity, equity and inclusion by recognizing that creating a mutually respectful, multicultural and equitable environment does not happen on its own, it must be intentional. This includes providing equal opportunities for everyone regardless of race, ethnicity, gender identity, sexual orientation, religion, ability, military or veteran status or any other characteristics.