



Englewood

Human Resources

2-10 N Van Brunt Street • Englewood, N.J. 07631 • (201) 871-6660 • Fax (201) 541-5424

CAREER OPPORTUNITY

DATE: January 11, 2024
FROM: Human Resources
SUBJECT: Registered Environment Health Investigator (REHS)

JOB SUMMARY:

The Registered Environmental Health Specialist (REHS) will assure adequate protection of the public health of all residents relevant to environmental sanitation conditions and hazards, including the enforcement of all local, state and federal statutes, ordinances, codes, and regulations associated with environmental health. The REHS will work closely with the Director, Health Services/Health Officer, Senior REHS, Public Health Investigator, staff of the Health Department, and all other department heads and their staff.

ORGANIZATIONAL RESPONSIBILITY

The REHS will report directly to the Senior REHS of the Englewood Department of Health. Under the oversight from Senior REHS, the REHS performs the professional responsibilities related to environmental health services; organizes assigned field and office works and develops effective work methods; receives and reviews applications for licenses and/or permits pertaining to food establishments, hotels, summer camps, private water supplies, swimming pools, beaches and sewage disposal plants; confers with Public Health Engineers and Public Health Veterinarians concerning improvements in public facilities to ensure sanitation standards; assists in surveys and investigations of communicable diseases and epidemics and their relationship with environmental sanitation factors; reviews and analyzes records and reports and makes recommendations as to laws and regulations which are needed for proper control of environmental sanitation and of methods to improve the operation of existing controls; prepares reports containing findings, conclusions and recommendations.

Duties and Responsibilities

1. Under the direction of the Director/Health Officer (DHO) and/or Senior REHS and in cooperation with the Public Health Investigator, REHS performs health inspections to enforce public health laws and the ordinances of the Board of Health of the City of Englewood.
2. Assumes other assignments as designated by the Director/Health Officer in accordance with needs of the environmental unit.
3. Conducts environmental health activities as specified by the County Environmental Health Act, P.L.443.
4. Assists in the Food-service Managers' Certification course, Food Handlers' Certification course, and other training programs.
5. Conducts routine inspections of all retail food establishments (RFEs) and vending machines as required by the City's Revised Health Code. Retail food establishment inspections shall use, as a basis, Chapter 24 of the State Sanitary Code.
6. Conducts follow-up and spot-check inspections as necessary.
7. Maintains precise written documentation of all investigations and activities conducted during work hours. Such reports are to be completed whenever possible within 48 hours, written and submitted to the Director/Health Officer and/or senior REHS for review. All correspondence to establishments and agencies should be submitted to the Director/Health Officer and/or senior REHS for approval.
8. Establishes a system to monitor the quality of the environment and reports all results to the Director/Health Officer or senior REHS during the weekly supervisory conference, or whenever results warrant more immediate attention.
9. Investigates environmental complaints filed with the Health Department or that are referred to the Health Department for attention by other City agencies. Specific complaints may be routed by the Director/Health Officer. Written accounts are to be completed for all such investigations and follow-ups must be conducted promptly.
10. Maintains a systematic food sampling and analysis program to gather bacteriological data.
11. Documents all activities and tests that may be needed as evidence to support any legal actions for abatement.
12. Prepares and submits monthly activity reports, summarizing the month's workload.
Accompanying narrative shall highlight unusual or key activities which the Board of Health should be apprised of.
13. Participates in planning and implementation of any special projects such as microwave testing, toxic waste surveys, etc.

14. Assists in the development of an environmental plan that incorporates both short-term and long-term goals for the community.
15. Implements this plan in conjunction with the County Environmental Agency, and reports all activities to this lead agency and to the Director/Health Officer and/or senior REHS.
16. Conducts any other field or office activities related to the protection of public health as directed by the Director/Health Officer, working in cooperation with other personnel in the Department (e.g. Public Health Nurses or Health Educator).
17. Contributes ideas and lends support to the development and maintenance of an aggressive, dynamic and creative environmental health education program.
18. Prepares and distributes the quarterly food service industry newsletter, "Food For Thought", in collaboration with other environmental staff and the Director/Health Officer.
19. Assists the Public Health Nurse and Health Educator in their roles where necessary, with tasks such as blood pressure screening during special health fairs, clinics, lead abatement inspections, etc.
20. Collects all Class I and Class II water samples and submits these samples for analysis.
21. Assists Public Health Investigator with questions regarding baiting near water systems.
22. Assists office staff to maintain an up-to-date filing system.
23. Surveys industrial area for possible toxic waste violations and water pollution problems from discharge pipes.
24. Collects potentially hazardous food samples for analysis.
25. Surveys industries as required under Practice Standards of Performance for Occupational Health and Safety Violations or complaints of such.
26. Works with Public Health Investigator and other staff on the bi-annual pet census, or as otherwise scheduled, including participation in the orientation and supervision of census workers and analyzing of data.
27. Issues summons, after consulting with the Director/Health Officer and/or senior REHS or Board Attorney, for all violations of local, county, state and federal codes and regulations. Prepares appropriate legal documents in support of enforcement action, including court testimony.
28. Performs related services that may not be specified above, but are deemed essential to protect public health and are in the scope of services performed by licensed Registered Environmental Health Specialists.

Other Duties and Responsibilities:

1. Transports food samples to the laboratories for analysis.

2. Maintains a log of all samples submitted for analysis.
3. Files complaint investigations and inspections, and updates files according to the administrative code.
4. Picks up the court calendar and reminds all inspectors who are on the docket.
5. Maintains a daily log of all activities and reports these activities to the Director/Health Officer or designee at weekly supervisory conferences.
6. Maintains computer input of all environmental statistics, such as food inspections, complaint investigations, and swimming pool inspections. court cases/action, etc.
7. Works under the supervision of the Health Educator, Director/Health Officer on specific health education tasks - West Nile Virus, communicable diseases, food and water borne illnesses, lead detection and screening, rabies and other animal related problems.
8. Participates in staff training and development programs, time permitting.
9. Meets for scheduled supervisory/planning meetings with the Director/Health Officer.
10. Participates in the annual rabies clinics, assisting with dog and cat licensing and vaccination process.
11. Performs other related duties and responsibilities as required.

QUALIFICATIONS

Experience and Training:

1. Requires at least two years of experience in a health-related field. Bachelor's degree in public health, environmental health, or related field required.
2. Must possess a valid Registered Environmental Health Specialist License issued by the New Jersey Department of Health & Senior Services.
3. Extensive knowledge of the problems and procedures involved in sanitary inspection work related to the enforcement of relevant public health laws and procedures related to the broad field of public health.
4. Ability to act as a convincing witness in court and to supervise the establishment and maintenance of necessary records and files.
5. Must possess certification in a number of relative fields -Lead, Pesticide Control, Right to Know, Community Noise Control, public swimming pools/bathing places, etc.
6. Appointee must possess a valid New Jersey driver's license.
7. Must be willing to pursue continuing education in specifically identified fields of public health, and in on-the-job training and staff development programs.

Abilities:

1. Knowledge of federal, state, and local public health laws, rules, regulations, ordinances, policies, standards, and procedures.
2. Knowledge of the local sanitary codes.
3. Knowledge of disease surveillance and control measures.
4. Knowledge of record maintenance for a modern public health program.
5. Ability to organize work, analyze problems, and develop effective work methods.
6. Ability to read and interpret laws, rules, regulations and provisions, and to apply them to specific situations.
7. Ability to maintain and establish effective working relationships on health matters with citizens, physicians, and others.
8. Ability to make efficient and effective use of available funds, personnel, equipment, materials, supplies, and space.
9. Ability to prepare and supervise the preparation of technical reports and correspondence containing findings, conclusions, and recommendations.
10. Ability to supervise the establishment and maintenance of essential records and files.
11. Ability to learn to utilize electronic and/or manual recording and information systems used by the agency, office, or related units.
12. Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of the position. American Sign Language or Braille may also be considered as acceptable forms of communication.
13. Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Computer skills:

Must be proficient with Microsoft Word, Excel Spreadsheet, Power Point presentation, and other computer applications and information systems. Must maintain all files/documents in an appropriate folder on the department's file server.

Preferred:

Prior experience with community based organization, local or county health department is an asset. Knowledge and familiarity with diverse populations (racial, ethnic mix), is essential. Bilingual

(English/Spanish) proficiency is highly desirable.

COMPENSATION:

- \$55,000.00 - \$57,500.00 Annually

BENEFITS:

- Paid Time Off (Vacation, Sick, Personal and Holiday Leave)
- Medical, Prescription Coverage
- NJ State Pension Eligible
- Voluntary Benefits (Vision, Dental, Flexible Spending Account)

HOW TO APPLY: Please submit your resume via email to:

hr@cityofenglewood.org

Subject: Registered Environmental Health Specialist (REHS)

REMOVE: Will Remain Posted Until Filled

cc: Robert S. Hoffmann, City Manager

Dr. Shatrughan Bastola, Director, Health Services/Health Officer