

POSITION POSTING

DATE POSTED:	5/11/2026
TITLE:	Registered Environmental Health Specialist / Environmental Health Specialist-In-Training
CLASSIFICATION:	Full-time; FLSA Non-Exempt; Classified
PAY RANGE:	Registered Environmental Health Specialist: \$26.73 - \$37.42; Commensurate with experience Environmental Health Specialist-In-Training: \$24.04 - \$33.66; Commensurate with experience
WORK HOURS:	Typically, 8:30 a.m. to 4:30 p.m.; M-F; Some evenings / weekends / holidays may be required

SPECIAL NOTE:

If hired as an Environmental Health Specialist-In-Training, the incumbent must become a Registered Environmental Health Specialist in accordance with the timelines established in Chapter 4736 of the Ohio Revised Code.

POSITION OVERVIEW:

Under general supervision, this position performs environmental health on-site inspections and work-related activities to ensure compliance with applicable state and local environmental health standards.

This individual may work in various programs according to assignment, which may include: sewage treatment systems, private water systems, housing/general nuisance, food service and retail food, schools, public swimming pools, body art, animal bite program, and other duties as assigned. Must possess good verbal and written communication skills and computer skills. Consistent and reliable attendance is required.

ESSENTIAL DUTIES:

- Responds to queries regarding septic systems and development of new lots;
- Performs environmental health and sanitation inspections;
- Performs soil analysis;
- Inspects beaches and campgrounds;
- Conducts inspections of body art facilities;
- Conducts necessary field inspections;
- Prepares written inspection reports and findings for inspections conducted;
- Review site plans for new and existing septic systems;
- Engineers and designs septic systems;

- Conducts routine environmental health testing to determine compliance with appropriate standards;
- Schedules and performs routine required inspections of licensed or permitted locations;
- Conducts food service inspections;
- Issues reports documenting law or rule violations;
- Receives complaints and conducts timely investigations of complaints;
- Conducts consultations on environmental health matters with public officials and the general public;
- Investigates communicable disease and safety occurrences as directed;
- Properly inspects and evaluates sewage sites;
- Properly inspects and evaluates water sites;
- Documents samples from sewage and water sites and conducts performance measurements;
- Conducts school inspections;
- Conducts pool inspections;
- Assists in the preparation of environmental health ordinances and regulations for adoption by local governing agencies;
- Participates in emergency preparedness response plan;
- Completes and maintains daily activity log;
- Trains necessary staff;
- Performs necessary clerical tasks;
- Observes confidentiality of client and agency information;
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree from an accredited college or university in environmental health or a related sciences degree.

REQUIRED LICENSE/CERTIFICATION:

- Certificate of registration as an Environmental Health Specialist-In-Training, or Registered Environmental Health Specialist issued by the Ohio Department of Health in accordance with Chapter 4736 of the Ohio Revised Code. Registration must be maintained throughout employment.
- Must possess a valid Ohio driver's license and reliable transportation. License must be maintained throughout employment.

KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of public health laws, regulations and standards as defined by federal, state, and local governments.
- Must have computer skills in word processing, spreadsheets, power point, and others.
- Exceptional oral and written communication skills.
- Ability to drive to offsite locations as needed.
- Respond to emergency calls.
- Must have willingness to learn new skills, be adaptable / flexible.
- Provide proof of automobile insurance.
- The ability to successfully pass a background check.

Final candidates must successfully pass a background check and provide proof of current automobile insurance.

An individual who poses a direct threat to the health and safety of others in the workplace will be deemed not qualified for this position.

Application materials accepted until:	The position is filled.
Required documents:	Wood County Application for Employment, cover letter, resume, contact information for at least three professional references. The Wood County Application for Employment can be found here: https://woodcountyhealth.org/career-opportunities/ Application materials submitted without all required documents will be considered incomplete.
Submit application materials to:	Recruitment and Development Coordinator 1840 East Gypsy Lane Rd. Bowling Green, OH 43402 419-352-8402 Ext. 3201 WCHDHumRes@woodcountyohio.gov

The Wood County Health Department is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Health Department provides reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. If you have a disability and would like to request an accommodation to apply for a position with the Wood County Health Department, please email WCHDHumRes@woodcountyohio.gov or call 419-352-8402 Ext. 3226.