



EMPLOYMENT OPPORTUNITY

DATE: Monday, April 17, 2017

**Applications accepted for Full-Time Environmental Health Technician position
until Friday, April 28, 2017**

CONTACT STUART WHITFORD, ENVIRONMENTAL HEALTH DIRECTOR, FOR MORE INFORMATION

Full Time Environmental Health Technician

Jefferson County Public Health is recruiting of a full-time (40 hours/week) Environmental Health Technician position, UFCW Grade 24 Step 1 – Step 7, \$17.40 – \$20.18 per hour, DOE, with full benefits. This position provides technical support for all environmental health programs including Food Safety, On-site Sewage, Solid/Hazardous Waste, Zoonotic Disease, Living Environment and Drinking Water and Water Quality programs. This position provides a high level of customer service by completing the following tasks:

Administrative

- Preparation and organization of the work area.
- Responding to customers in person, on the telephone, or by e-mail. Determining customer needs and recommending appropriate process steps.
- Calculate and collect fees, including the handling of cash receipts.
- Research public records, processing notices, preparing invoices, etc.
- Filing, data entry, mailings, document scanning.
- Primary support person for Environmental Health front counter staff
- Handling and processing customer complaints to include completing complaint forms, entering and updating permit database, tracking status, drafting letters and notice to titles as needed for education and/or enforcement, etc.
- Supporting Water Quality Program staff by completing mailings, helping organize public meetings, entering water quality program data, etc.

Permit Processing

- Understanding and recognizing required documents in permit process applications.
- Insuring customers understand permit process documents, the authority for such documentation, and the content requirements for such documents.
- Processing permit applications to include intake, determining fees, review for completeness, entering to permit database system, tracking, etc.
- Annual permit renewals
- Organizing permit files, issuing permits, creating inspection records, reviewing applications for completeness, maintaining files, entering plan revisions for permit record and processing complete applications.
- Tracking permit activities from first step to last step

EDUCATION and/or EXPERIENCE

Associates Degree (A.A. or A.A.S.) in the natural sciences or environmental technology, and one (1) year of experience working in a private or public sector position in environmental health/science/engineering, natural resources or other related field. Candidates with demonstrated experience and aptitude in providing high level of customer service in a fast paced work environment are preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Washington State Driver's License

HOW TO APPLY

Application and full job description may be picked up from the Board of County Commissioners office or go to <http://www.co.jefferson.wa.us/commissioners/employment.asp>. To receive priority consideration, submit application, resume, and letter of interest to 1820 Jefferson Street, Port Townsend, WA 98368 by April 28, 2017 at 5pm. ADA/EOE