



**Mitchell County Environmental Health**  
**Mitchell County Planning & Zoning**  
212 South 5<sup>th</sup> Street  
Osage, Iowa 50461  
641-832-3943  
Email: [abaer@mitchellcoia.us](mailto:abaer@mitchellcoia.us)

Date Posted: February 14<sup>th</sup>, 2023.

Mitchell County Environmental Health and Mitchell County Planning & Zoning is looking to fill one 20-30 hour a week Environmental Health Specialist & Zoning Administrator position.

The applicant would be responsible for performing the administrative, technical, and enforcement activities of the Environmental Health and Planning & Zoning department.

This position is a temporary position that would span from May- Late August. Training will be provided within the first two weeks/month of the job.

College Students are highly encouraged to apply. Mitchell County is an Equal Opportunity Employer.

Starting wage is \$15.00 per hour.

Applications for employment can be obtained online at the Mitchell County Courthouse website or in person at the Mitchell County Courthouse.

**Please send all resumes, applications, and other necessary materials to [abaer@mitchellcoia.us](mailto:abaer@mitchellcoia.us).**



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**MITCHELL COUNTY ENVIRONMENTAL HEALTH**  
**MITCHELL COUNTY PLANNING & ZONING**  
**POSITION DESCRIPTION**

**Essential Job Duties**

- Administer and conduct Environmental Health inspections to determine compliance with applicable rules, regulations, and standards; reviews site plans and specifications, previous inspection reports, and construction applications; collects water samples and data for the State Hygienic Lab to test and performs analytical analysis as necessary; and reviews Time of Transfer reports.
- Prepares monthly reports and reviews agenda and minutes regarding Board of Health Meetings and Board of Supervisor Meetings.
- Responds to complaints concerning health nuisances and helps landowners remedy the issue.
- Supervise the issuance of zoning compliance, occupancy, home occupation industry permits, private septic, and well permits, including but not limited to reviewing the permit application process and regulations with citizens. Review inspection reports, coordinate site visits with contractors, and review the sizing of septic systems.
- Establishes and maintains effective working relationships with County Officials, department heads, employees, contractors, the general public, and other State and Regional Agencies.

**Incidental Job Duties**

- Any other duties as assigned or required by the Board of Health or Board of Supervisors.
- Assist the general public with questions, concerns, and inquiries.

**Knowledge, Skills, and Abilities Required**

The individual must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Ability to speak before public groups, public groups, and board members in sensitive situations with poise and confidence.
- Ability to maintain composure while working under pressure and adapt quickly to change; to work cooperatively in a team environment.
- Ability to communicate orally and in writing and to read, analyze, record, and interpret complex data, review materials on a variety of projects, present facts, and findings clearly



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and concisely, give advice and recommendations, and respond to questions by members of the general public, public officials, board members, and coworkers.

- Ability to plan, organize, and prioritize tasks with numerous interruptions, to complete projects on time and within budget.
- Comprehensive knowledge of planning and land development principles and practices.
- Knowledge of applicable sections of the Code of Iowa, State Legislation, national trends, and court cases related to zoning, solid waste, environmental health, and septic issues.
- Knowledge of the use of geographical information systems to organize, display, and evaluate information on a relational basis.
- Knowledge of state and local programs requirements relating to private wells, sewage, water systems, and related environmental impact areas.

OR

### **Work Experience**

- An equivalent combination of two years of post-secondary education, training, and/or work-related experience that provides knowledge, skills, and abilities necessary to perform the essential job duties of the position.

### **Physical Demands and Work Environment**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk; climb in and out of ditches and vehicles; sit and stand for extended time periods; turn and twist the body; bend; crawl; use hand to finger manual dexterity; handle or feel objects, tools, or controls; reach with hands and arms; balance; stoop; talk and hear. The employee will occasionally need to push, pull, lift, or carry up to fifty (50) pounds. Team lift or mechanical assist is required for weights over fifty (50) pounds.
- Specific vision abilities required by the job include near vision, far vision, depth perception, color vision, peripheral vision, and the ability to adjust focus.
- Work environment: Work is conducted primarily outdoors so the employee is exposed to weather conditions prevalent at the time. While performing the duties of this job, the employee will be exposed to dirt, dust, traffic noise, various extremes of temperature that may require the use of protective devices such as gloves, masks, etc. Environments can vary; work is performed inside and outside. There is moderate exposure to hazards associated with equipment, machinery, and ungraded terrain at construction sites. The noise level in the work environment is usually moderate to high.



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**Hours of Work:** The normal work week shall consist of 20-30 hours per week. There may be a slight possibility of being required to work additional hours to meet the operational needs of the office, or to change hours with minimal notice.

**Required Licenses, Registrations, and Certifications:** Possession of a valid State of Iowa Driver’s License.

**Required Post-Offer Physical Examination:** Must meet all requirements as outlines in the employee handbook. Must successfully complete a Physical Examination and a thorough fingerprint search conducted by local, state, and national files.

**Required Drug Testing:** Drug testing shall be required as allowed by state law.

**Residency Requirement:** None

**Other Testing Requirement**

- Water Testing, Wastewater, and Groundwater Management for grant compliance.
- 1. Marginal functions of the position that are incidental to performance of essential job duties have been excluded from this job description.
- 2. All requirements are subject to possible modification to reasonable accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with the County.
- 3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- 4. The County reserved the right to change or reassign job duties to combine positions at any time.
- 5. Mitchell County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act. The County will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the employer.

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Department Head Signature

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Employee Signature

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Date of Signature

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Date of Signature