

Position: Environmental Health Technician

Department: Macon County Public Health

Grade: 22

Salary: \$15.5375 per hour

Posted: January 24, 2025

Closing Date: February 7, 2025

This is a part time position (up to 19 hours per week) with no benefits

Responsibilities:

The purpose of this position is to provide support to the Environmental Health Division of the Health Department as a beginning level technician. Employees perform in a supportive role under the supervision of sanitarians. Duties include: performing site visits to assure lots are ready for soil evaluations, limited complaint investigation (verification), some office duties: (answering the phone, performing record searches, assist REHS with paperwork, etc.), collect water samples, and assist REHS with inspections, complaints or other activities as needed. Work may include other duties as assigned. Employee represents the health department to members of the community and to private contractors through inspections, surveys, and complaint investigations. Employee is responsible for the consistent and accurate application of rules and regulations

Hours worked are generally between the hours of 8:00 AM to 5:00 PM, Monday through Friday, with occasional evening & weekend hours and ability to be available afterhours to respond to a public health emergency.

Knowledge, Skills and Abilities:

- Knowledge of basic mathematics
- Ability to read, explain, and apply regulations. Ability to understand basic technical data
- Ability to communicate, persuasively and effectively, both orally and in writing
- Ability to carry out written and oral assignments
- Ability to establish and maintain effective working relationships with associates and the general public
- Ability to maintain complete and accurate records and reports

Minimum Training and Experience Requirements:

High school diploma and one year of experience which provides the required knowledge and abilities to perform the work; or an equivalent combination of training and experience

How to Apply:

- Applicants must register online or in person with DWS (NC Works). www.ncworks.gov*
- Submit a [State application \(PD-107\)*](#) and a [if needed PD 107 Continuation Job Sheet](#)
- Complete job skills testing with NC Works.
- Applicants must include 3 references with their contact information and the applicants valid email address for all correspondence from the employer to the applicant.
- Resumes will not be considered but may be attached to PD-107.
- No applications are accepted at Macon County Human Resources or Macon County Public Health.
- A criminal background check will be completed before hiring.

****Registration and PD-107 are required and may be obtained from and submitted to NC Works on or before the closing date.**

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