

VILLAGE OF SKOKIE EMPLOYMENT OPPORTUNITY

Notice of Accepting Applications for the Position of:

***Environmental Health Officer
Part-Time (Not to exceed 19 hours per week)
Limited term grant-funded position set to expire after 24-months***

Salary
Information:

The hourly pay range for this position is \$28.40 - \$36.25. The starting hourly pay range is \$28.40 - \$31.32, depending on qualifications. This position is not eligible for any benefits offered to full-time employees or regular part-time employees working at least 20 hours per week.

Brief Description
of Duties:

Under general supervision, this position performs a variety of field monitoring and inspection activities related to the identification and abatement of rodent activity and infestations; Educates the general public on proper rodent control measures; Independent judgment is exercised in issuing warning notices and in the enforcement of repeated violations; Identifies violations of other Village codes observed during monitoring activities and refers them to the appropriate Village Departments for enforcement; Performs comprehensive inspections of properties to identify the sources and contributing factors of rodent infestations; Maintains detailed written logs and documentation in electronic databases, documenting all aspects of rodent surveys, observations, complaints, and control measures implemented; Analyzes reports and diagrams of infested areas to determine the most appropriate and efficient treatment methods for eradication and prevention of recurrence; Sets mechanical traps and strategically places closed bait/trap stations and/or rodenticide in sewers, burrows, and ditches; Possess exceptional interpersonal communication skills, allowing for successful and positive interactions with the public, colleagues, and stakeholders; Able to articulate complex regulatory information clearly and professionally; Proficient in analyzing complex information and evaluating outcomes to identify optimal solutions; Proven ability to proactively address challenges, anticipate potential issues, and implement effective problem-solving strategies.

Required
Education,
Training and
Experience:

High school diploma or equivalent and valid Driver's License required; In accordance with the Illinois Pesticide Act (415 ILCS 60) Licensing Requirements, will obtain and maintain certification in "General Use Pesticides" and "Restricted Use Pesticides for Public Health Pest Control". Certification will be obtained as soon as possible, and no later than within 6 months from date of employment.

Application
Process:

To be considered for this position, please submit a completed Village of Skokie Application for Employment by Friday, September 1, 2023, to: Village of Skokie Human Resources Office, 5127 Oakton St., Skokie, IL 60077, or email to Human.Resources@skokie.org. Applications are available on the Skokie Jobs page at skokie.org.

APPLICATION DEADLINE: Friday, September 1, 2023
The Village of Skokie is an Equal Opportunity Employer

Revised: August 2023

JOB IDENTIFICATION

Position Title:	ENVIRONMENTAL HEALTH OFFICER
Salary Range:	A 166
FLSA:	Non-Exempt
Department:	Health & Human Services Department
Division/Unit:	Environmental Health
Reports to:	Environmental Supervisor
Supervises:	None

JOB PURPOSE

Under general supervision, this position performs a variety of field monitoring and inspection activities related to the identification and abatement of rodent activity and infestations. Education of the general public on proper rodent control measures. Independent judgment is exercised in issuing warning notices and in the enforcement of repeated violations. Identification of violations of other Village codes observed during monitoring activities and referral to the appropriate Village Departments for enforcement.

ESSENTIAL JOB FUNCTIONS

- Conduct thorough investigation of complaints related to rodent infestations on residential and commercial properties, ensuring prompt and effective abatement measures are implemented.
- Perform comprehensive inspections of properties to identify the sources and contributing factors of rodent infestations.
- Maintains detailed written logs and documentation in electronic databases, documenting all aspects of rodent surveys, observations, complaints, and the control measures implemented.
- Analyze reports and diagrams of infested areas, to determine the most appropriate and efficient treatment methods to eradicate infestations and prevent recurrence.
- Set mechanical traps and strategically place closed bait/trap stations and/or rodenticide in sewers, burrows, and ditches as indicated.

- Identifies and reports instances of non-compliance with the Disposal of Waste Materials ordinance, recycling, composting or landscape waste disposal regulations and policies, promptly referring cases to the relevant Village Departments for enforcement action.
- Disseminates educational materials and literature on rodent control abatement programs to increase community awareness and engagement in pest management efforts.
- Issues warning notices for violations of rodent control regulations and written court notices for repeat violations, ensuring compliance and accountability among property owners and business owners.
- Provides timely and accurate periodic reports on the effectiveness of the rodent control program, including suggestions for improvement, to the Environmental Health Supervisor and Director of Health and Human Services.
- Serves as a point of contact and resource for property and business owners affected by rodent issues, offering guidance and support to facilitate effective rodent control on their premises.

OTHER RESPONSIBILITIES

- Demonstrates a comprehensive understanding of various Village Codes and actively identifies and reports any violations through regular monitoring activities.
- Completes Request for Service forms in the Digital Health Department, ensuring accurate documentation and timely resolution of inquiries.
- Meets and collaborates with legal staff in preparation for court appearances.
- Supports Environmental Health division and departmental initiatives by actively participating in meetings, brainstorming sessions, and process improvement efforts.
- Maintains up-to-date knowledge of relevant regulations and industry best practices to enhance overall effectiveness in assigned duties.
- Represents the Village professionally and courteously when interacting with internal and external stakeholders.
- Performs any other work activities as may be assigned.

KNOWLEDGE / SKILLS / ABILITIES

- Demonstrated expertise in interpreting and applying a wide range of local ordinances, regulations, and departmental policies to diverse situations. Stay up-to-date with any changes in the legal landscape to ensure accurate compliance.
- Possess exceptional interpersonal communication skills, allowing for successful and positive interactions with the public, colleagues, and stakeholders. Able to articulate complex regulatory information clearly and professionally.
- Proficient in analyzing complex information and evaluating outcomes to identify optimal solutions. Proven ability to proactively address challenges, anticipate potential issues, and implement effective problem-solving strategies.

EDUCATION / TRAINING / EXPERIENCE

- High school diploma or G.E.D.
- In accordance with the Illinois Pesticide Act (415 ILCS 60) Licensing Requirements, the Environmental Health Officer will obtain and maintain certification in "General Use Pesticides" and "Restricted Use Pesticides for Public Health Pest Control". Certification will be obtained as soon as possible after hire, and no later than within 6 months of hire.

OTHER NECESSARY REQUIREMENTS / LICENSES

- Valid driver's license
- Employee will be required to drive to other Village office locations as well as other public/private sites throughout Skokie.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

The work functions of this position are representative of medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, stoop, kneel or crouch. Must have adequate hearing in order to communicate with co-workers and the public.

The work is performed mainly outdoors subject to year-round climate conditions.

The work is occasionally performed in an indoor environment, in an office-type area, that is quiet except for office/communications equipment background noises.