

**County of Grundy--Job Posting  
Health Department**



Date of Posting: September 24, 2021  
Applications Accepted Until: Posted until filled  
Job Title: Environmental Health Program Coordinator  
Employee Status: Full-time, 37.5 hours/week, non-exempt  
Union Affiliation: AFSCME  
Rate: \$20.00 – \$21.50/hr

**SUMMARY**

The Grundy County Health Department works to preserve, protect and promote the health and well-being of Grundy County. Services are offered in response to community need and in accordance with oversight agencies.

The ideal candidate will work as a team player, cooperating with colleagues to best serve the residents of Grundy County, in a fast-paced and ever-changing environment. Under the supervision of the Director of Environmental Health, the candidate will possess a positive attitude and be capable of critical thinking, sound judgement and working independently as needed.

Program Coordinator performs professional work in programs of environmental health. The emphasis at this level is on the application or general environmental health practices and techniques and consists of field and office work including dissemination of public information and the fostering of improved community and environmental health. Coordinates the Food Sanitation Program, Private Sewage Program, Potable Water Program, and also provides support with other environmental programs. Educates public on basic sanitation practices.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Enforces regulations concerned with food sanitation, sewage disposal, private wells, non-community public water supplies, tanning, nuisance, body art, and other programs.
2. Confers with local groups and authorities on the promotion and enforcement of environmental health standards.
3. Coordinates, provides consultation, and performs administrative duties for the Food Sanitation Program, Private Sewage Program and Potable Water Program.
4. Confers with the Grundy County State’s Attorney’s Office in the enforcement of state and local regulations.
5. Serves as a liaison between the Department and the public as it pertains to the Food Sanitation Program, Private Sewage Program and Potable Water Program.
6. Conducts training sessions in environmental health programs and practices.

**PHYSICAL REQUIREMENTS**

The physical demands 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 enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to stand and walk. The employee is occasionally required to sit. Specific vision abilities required by this job include close vision.

**MINIMUM REQUIREMENTS**

A Bachelor's Degree from an accredited college or university which included a minimum of 30 semester hours or equivalent of basic sciences. Licensed Environmental Health Practitioner (LEHP) preferred or the ability to obtain LEHP within 12 months of hire.

**TO APPLY:** Candidates must meet the minimum requirements of the position in order to be considered.

Send resume and salary requirements to [HR@grundyco.org](mailto:HR@grundyco.org) with "**Environmental Health Program Coordinator**" in the subject line or mail to Grundy County Administration, Attn: HR 1320 Union Street, Morris, IL 60450.

***No phone calls please.***

*Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants for employment without regard to race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, marital status, sexual orientation, pregnancy, or unfavorable discharge from military service as those terms are defined in Section 1-103 of the Illinois Human Rights Act (775 ILCS 5/1-103).*