

**Erie County Health Department
Erie County Community Health Center
Job Posting #2021-17
Equal Opportunity Employer**

Position: Plumbing Inspector 1 (\$21.50 - \$28.50)

Division:

Contact Person: Kathy Bango, Human Resources Office

Salary: Commensurate with experience

Start Date: Immediate Opening

Working Hours: Full-Time; 8:00 a.m. – 5:00 p.m. – Monday through Fridays, weekend or evening hours as required. Hours may be altered to accommodate Agency need.

Posting Opens: Monday, January 4, 2021

Posting Closes: Wednesday, June 30, 2021 at 5:00 p.m. or until filled

Qualifications

- High school diploma or GED.
- Seven years of practical plumbing experience to include skill and training in matters related to sanitary regulations concerning plumbing work per Section 3703.04 of the Ohio Revised Code.
- Comply with all current and future certifications and/or license requirements as described by the certification/licensing agency that issued the certification and/or license.
- Possess and maintain a valid Ohio Construction Industry Licensing Board (OCILB) state plumbing contractor's license.
- Possess and maintain a valid Ohio Department of Commerce certified backflow tester certification/licensing agency that issued the certification and/or license.
- Valid Ohio driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.
- National Incident Management System (NIMS)/Incident Command System (ICS) 100.b and 700.a certification within one month of employment.

Major Responsibilities

Promotes and supports population health by providing a variety of administrative and technical support services such as providing specialized, technical, program, or Agency specific information to internal and external customers; answering phones; scheduling appointments; interviewing internal and external customers to establish inspection services needed; asks, receives, and accounts for payments; establishing and maintaining data files; and drafting and editing documents such as correspondence and contracts.

Essential Functions

Under general supervision and/or as part of the Construction Programs team, performs the following functions within the framework of the Erie County Health Department and the Erie County Community Health Center's provision of the core functions and essential services of public health:

- Provide specialized and/or technical agency and program specific information that requires limited interpretation of established policies, procedures and other relevant sources to internal and/or external customers.
- Greets and directs clients to the appropriate office within the Agency.
- Interview internal and/or external customers to establish program-specific documentation and/or identify services needed.
- May modify and update desk procedures that relate to assigned work.

- Shares responsibility for proper maintenance and operation of office machines.
- Duplicates, collates, scans, assembles, and files materials as requested.
- Maintains paper filing system for Construction Programs Division.
- Relates public health science skills to the Core Public Health Functions and Ten Essential Services of Public Health.
- Provides public health information and data with individuals, community groups, other agencies, internal customers, and the general public about physical, behavioral, environmental, social, economic and other issues affecting the public's health.
- Under general supervision, prepares public health documents and reports (i.e., daily activity, inspection, mileage and expense reports).
- With general supervision, manages projects that support public health interventions.
- Establishes travel routes, charts status of inspections to ensure all plumbing inspections performed within time prescribed by law.
- Adheres to Occupational Safety and Health Administration standards relevant to job duties, such as exposure to bloodborne pathogens.
- Must follow all safety policies and procedures to ensure an accident-free workplace.
- Adheres to ethical principles in the collection, maintenance, use, and dissemination of data and information.
- Assists with plumbing inspections, e.g., reviews plans, drawings and specifications of plumbing installations submitted by architects, engineers, contractors, business owners to ensure compliance with state laws and regulations governing plumbing, backflow prevention, and drainage.
- Assists with examining permit applications for plumbing inspections and determines permit fees.
- Perform plumbing inspections and investigations to enforce state codes and county regulations.
- Answers questions concerning plumbing code.
- Supports the administration of contractual arrangements designed to promote public health services (such as the backflow program with Erie County Department of Environmental Services).
- Maintains, updates, and uses computerized data management systems and utilizes informatics to improve program operations.
- Collaborates in the development of and provides technical support to Agency's quality improvement performance management, and evaluation activities.
- Answers telephones; screens calls, responds to inquiries and/or refers callers to appropriate agencies or divisions.
- Under general supervision, compose, draft, type and/or word process, proofread and edit documents, contracts, and/or correspondence to ensure these conform to the appropriate use of the English language and established procedures.
- Confers with contractors, installers, building owners and provides classroom instruction concerning proper plumbing system installation, backflow and cross connection prevention.
- Process mail and email by attaching related correspondence or information before forwarding, responding to mail when appropriate; respond to mail that can be handled personally; identify priority and/or time-sensitive matters; and maintain security and confidentiality.
- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles and physical abilities.
- Adheres to ethical principles and Erie County Health Department policy in the collection, maintenance, use and dissemination of data and information.
- Performs all administrative and technical activities related to Construction Programs Division and/or program purchasing according to Agency policies and procedures.
- Perform accurate numerical calculations involving program billing and deposits, and/or other applications.
- Identifies funding opportunities and new program areas to match Agency priorities using research tools.
- Performs public health emergency response duties as assigned and consistent with job classification and training provided, in response to threats to the public's health.

- Participates in Agency and community emergency response training and drills in support of disaster preparedness consistent with job classification.
- This position will be responsible for using quality improvement (QI) and performance management (PM) processes and/or techniques to improve the effectiveness of the public health programs. This includes, but is not limited to: creating, implementing, and evaluating performance standards and identifying, implementing, and assessing program quality improvement processes.
- Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups and contributing to a work environment where continual improvements in practice are pursued.
- Performs other duties as assigned consistent with job classification.
- Greets visitors in a friendly, competent, professional and informed manner.
- Schedules plumbing inspection appointments.
- Eases any concerns or distress clients may exhibit during the plumbing inspection process.
- Responds to questions with timely, accurate and complete information.
- Asks, receives, and accounts for payments as related to defined divisional programs.
- Answers and redirects incoming calls as appropriate.
- Follows all regulations and requirements pertaining to public health, federally qualified health center (FQHC), and Agency policies toward the workplace.

Special Requirements

- Knowledge of the core functions and essential services of public health.
- Knowledge of general office principles and practices.
- Knowledge of software applications relative to the position assignment.
- Knowledge of basic accounting and mathematics.
- Knowledge of proper English grammar, usage, and spelling.
- Knowledge of action tracking on specific work assignments or other items related to work position.
- Ability to read and review blueprints.
- Knowledge of Ohio Plumbing Code and any supplemental local regulations.
- Understands technical manuals and verbal instructions associated with practicing of trade.
- Ability to keep accurate reports and records.
- Organizational skills.
- Requires a self-starter with the ability to work both independently and as a team member in a professional environment.
- Good natured with a positive attitude; able to perform under pressure.
- Ability to interact effectively and in a supportive manner with stakeholders/public peers.
- Always courteous and respectful regardless of race, creed, family and/or economic situation.
- Bilingual language skills a plus.
- Ability to use good judgment and persistence in overcoming challenges, addressing conflicts, and solving problems.
- Effective oral and written communication skills, including phone skills and etiquette.
- Attention to detail, and adherence to established policies and procedures required.
- A problem solver, with the ability to organize and prioritize responsibilities.
- Is flexible, and able to embrace and implement change.
- Has the ability to request payment for services.
- Touch typing/keyboarding and touch ten-key; both with speed and accuracy.
- Working knowledge of Windows personal computer, Microsoft Word and Excel.
- Knowledge and understanding of Patient Centered Medical Homes (PCMH) process.
- Knowledge and understanding of public health accreditation process.
- Criminal background verification required.

- Ability to time budget in areas of workforce development and Agency duties.

Due to the need for all Health Department personnel to respond to public health emergencies, the employee must be assessed for his/her ability to meet the physical demands of performing the following activities:

- Engage in the following movements: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling and writing and repetitive motions.
- Must be able to be fitted and wear NIOSH 95 mask. (Requires the elimination of facial hair/beard.)
- Exert up to 50 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Hearing ability sufficient enough to communicate with others effectively in person and over the phone.
- Ability to hear and respond to internal or external emergency or evacuation alarms.
- Visual ability must be sufficient enough to read typewritten documents, computer screen and drive a car.

If unable to demonstrate these abilities based upon a standardized, objective assessment performed by external occupational health professionals, all reasonable accommodations will be made, in compliance with the Americans with Disabilities Act and any other applicable Federal and Ohio law.

Working Conditions

- General office setting in health department facilities, as well as occasionally in community sites including clients' homes and workplaces.
- Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from off-site locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, chemicals and animals.
- In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging atypical or hostile behaviors and/or communication.
- May include alternate sites, temporary locations and/or multiple locations depending on the public health emergency.

Equipment Used

Including, but not limited to computer, fax, copier, scanner, calculator, multi-line telephone, cell phone, camera, video recorder, public health and medical equipment and supplies related to duties, and personal vehicle.

Bloodborne Pathogen Risk Code: None Low Medium High

Qualified Applicants

Qualified applicants may apply to the Human Resources Office at the Erie County Health Department/Erie County Community Health Center located at 420 Superior Street; Sandusky, Ohio 44870 or visit www.ecghd.org where current job postings can be viewed and an application is available to download. A completed Erie County Health Department employment application must be date/time stamped in the Human Resources Office prior to 5:00 p.m. on June 30, 2021. EOE/AA/ADA

Approved for Content & Posting

Peter J. Schade MPH, RS

Erie County Health Commissioner

Date

1/04/2021