

# Williams County Health Department



**Posting Date: July 9, 2025**

**The Williams County Health Department is seeking applicants for a full-time Environmental Health Specialist.**

**Join Our Team:** WCHD offers affordable health, dental, and vision insurance for employees and their family. WCHD offers paid sick leave, vacation, personal time, and paid holidays. WCHD offers an excellent public retirement system and optional deferred compensation programs.

**Hours:** Monday – Friday, 8:30 AM - 4:30 PM. This position is full-time at 37.5 hours per week.

**Salary Range: Commensurate with experience.** The Williams County Health Department offers a comprehensive benefit package including medical, vision and dental insurance, enrollment in Ohio Public Employees Retirement System, and paid time off for vacation, sick leave, holidays, and personal days.

## **Essential Functions of the Position:**

- Assists the Director of Environmental Health with program planning, budgeting, compliance, supervision, market identification, and outcome evaluation;
- Conducts inspections of food service, sewage systems, private water sources, recycling centers, and other facilities to ensure compliance with environmental health regulations and sanitation standards;
- Advises owners, operators, and the public on environmental health regulations, sanitation standards, permits, and system installations.
- Maintains and updates environmental health records, ensuring accuracy and compliance with privacy laws, including inspections, permits, and correspondence.
- Promotes environmental health awareness through advertising, educational presentations, press releases, and by responding to public inquiries and requests;
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- Demonstrates regular and predictable attendance; &
- Maintains all licensures and certifications.

## **Minimum Experience/Qualifications:**

- Minimum of a bachelor's degree in environmental science or a related field;
- Registration as a registered environmental health specialist or environmental health specialist in-training with the Ohio Department of Health Bureau of Environmental Health and Radiation Protection in accordance with Chapter 3776 and 4736 of the Ohio Revised Code preferred;
- Must have a valid driver's license and have reliable transportation;
- Must be able to provide proof of automobile insurance;
- Must successfully pass a background check;
- Must have computer skills in word processing, spreadsheets, and presentation software;
- Must have willingness to learn new skills, be adaptable/flexible;
- Must have excellent customer service skills, verbal and written communication skills; &
- Must have excellent interpersonal relationship skills including cultural sensitivity.

The Williams County Health Department is an equal opportunity employer. Only non-tobacco, non-nicotine candidates will be considered.

## **Send a resume and cover letter by mail or email:**

Williams County Health Department  
Kailea Holbrook, MS, REHS  
Director of Environmental Health  
310 Lincoln Ave Montpelier, OH 43543  
[kailea.holbrook@williamscountyhealth.org](mailto:kailea.holbrook@williamscountyhealth.org)

**Deadline to apply: July 25, 2025**