



Environmental Health Technician

Our vision

Together, towards an even better lifestyle.

1. Position details

Directorate:	Sustainable Development	Level: 4
Reports to:	Manager Environmental Health Services	
Supervision of:	Nil	
Significant Working Relationships:	Community, business and agency stakeholders Directorate team members Key internal stakeholders	

2. Position summary

Provide a professional service to internal and external customers regarding all matters relating to Environmental Health to ensure effective performance of the Directorate. Responsibilities will include executing tasks that contribute to environmental health, participating in projects that raise awareness about environmental health, and conducting vital risk assessments, inspections, and sampling to identify and address potential public health concerns.

3. Community strategic objectives



4. Our values

Teamwork - We are a united team who works together towards a common goal.

Integrity - We are empowered and accountable when making decisions.

Leadership - We are adaptable and responsive in our leadership.

Excellence - We are committed to an exceptional customer experience.

Respect - We are respectful of our history and work together to build our future.

5. Key duties and responsibilities

Key functions	Specific duties
Customer Service and Health Promotion	<ul style="list-style-type: none">• Respond to internal and external customer enquiries and complaints (front counter, telephone and written) relating to environmental Health as per the Shire customers service charter including:<ul style="list-style-type: none">- Liaison with residents, businesses, and the general public to provide information and educate on relevant matters- Liaison with internal and external stake holders as required• In Consultation with the Health Service team, develop and deliver education programs and campaigns to promote environmental health in line with Strategic Community Plan.
Environmental Health	<ul style="list-style-type: none">• Assist to investigate, assess, determine and resolve public and environmental health issues in accordance with the <i>Health Act 1911</i> and any other relevant Environmental Health Regulations, Local Laws and Shire Policies. This includes but is not limited to:<ul style="list-style-type: none">- Conduct inspections and make assessment of business premises, public buildings, accommodation lodges, Bed and Breakfasts and food premises as scheduled or as required.- Water samples of recreational areas, domestic and commercial premises.- Interpret food and water samples and follow up as required.- Where authorised register, licence or approve applications for environment related activities affecting Public Health under the direct supervision of the Manager Environmental Health Services (MEHS).- Where authorised issue directions in accordance with relevant legislation as required under the direct supervision of the MEHS.- Documentation and reporting of findings and action taken for enforcement actions under the direct supervision of the MEHS.

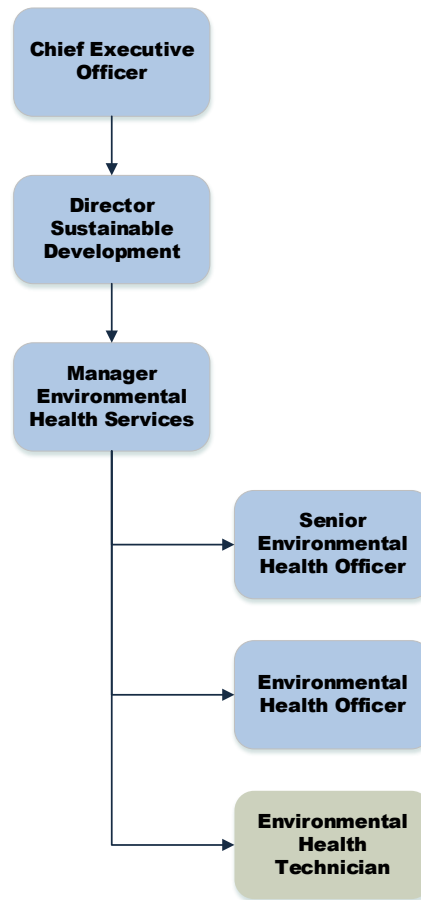
	<ul style="list-style-type: none"> - Assist in the assessment of Development Plans to ensure applications meet health requirements against legislation including effluent disposal, pools and spas, local laws and council standards. - Participate in Development Coordination Unit meetings. - Assist in coordinating the approval process for Event Applications in consultation with other relevant stakeholders, issue approvals including conditions as appropriate, monitor and take appropriate action to ensure events meet compliance requirements. - Assist in conducting inspections and assessing communicable diseases as required by Health Department, and report back findings to the MEHS and / or Health Department. • Participate in the development and contribute to public and environmental health plans and data management systems to support evaluation of evidence-based plans, programs and strategies. • Assist in projects in relation to Environmental Health programs, which may include project coordination, liaising with stakeholders, maintaining project budget and reporting.
Mosquito Control	<ul style="list-style-type: none"> • Participate and contribute to activities for the South West Contiguous Local Authorities Group for mosquito control. • Monitor and manage mosquito population within the Shire by: <ul style="list-style-type: none"> - Inspection of wetlands and trapping. - Application of larvicide, organise and conduct aerial treatments. - Liaise with other Shires, Health Department & Heliwest. - Communication with landowners as required.
Liaison with External Stakeholders	<ul style="list-style-type: none"> • Correspond and maintain effective working relationships with Health Department, DER, other local government authorities and other external bodies as necessary. • Attend regional health meetings for information sharing and participation in development and implementation of regional programs. • Attend workshops and seminars as required to maintain knowledge.
General Duties	<ul style="list-style-type: none"> • Support the Health Services team through positive team participation and by assisting in other areas when required to assist with workload, provide backup, or advice in area of expertise.

	<ul style="list-style-type: none"> • Participate in emergency management planning and implementation.
Other	<ul style="list-style-type: none"> • Assist within the Directorate Team as required. • Reasonable duties commensurate with classification level. • National Crime Check. • Current Class C Drivers Licence.
Organisational	<ul style="list-style-type: none"> • Work in accordance with the Shire's Occupational Safety and risk principles. • Work in accordance with the Shire's defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles. • Create and capture records of work activities in line with policies and procedures. • Contribute to ensuring a cohesive team approach where knowledge is shared and there is a demonstrated commitment to continuous improvement and self-development. • Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time. • Contribute to the attainment and development of strategic plan outcomes, strategies and actions.

6. Extent of authority

Operate under the general direction of the Manager Environmental Health Services and Senior Environmental Health Officer within the Shire procedures, guidelines and practices and Council policies.

7. Your team



8. Position selection criteria

Essential

1. Demonstrated experience as an Environmental Health Technician or equivalent.
2. Knowledge of food / water sampling.
3. Strong communication skills, both written and verbal to support consistent high level of customer service.
4. Problem-solving and analytical skills to tackle challenges.

Desirable

1. Undertaking study towards a qualification as recognised by *the Health Act 1911/Public Health Act 2016* (i.e. Bachelor of Applied Science (Environmental Health)).
2. Working knowledge of Local Government Act and other legislation applicable to the service area.
3. Mosquito Control experience.
4. Local government experience.