



North Central District Health Department

- ☐ Enfield—31 North Main Street, Enfield, CT 06082 * (860) 745-0383 Fax (860) 745-3188
- ☐ Vernon—375 Hartford Turnpike, Room 120, Vernon, CT 06066 * (860) 872-1501 Fax (860) 872 1531
- ☐ Windham—Town Hall, 979 Main Street, Willimantic, CT 06226 * (860) 465-3033 Fax (860) 465-3034
- ☐ Stafford—Town Hall, 1 Main Street, Stafford Springs, CT 06076 * (860) 684-5609 Fax (860) 684-1768

Patrice A. Sulik, MPH, R.S.
Director of Health

Job Description Environmental Specialist

Summary:

This is a full-time, permanent position. The Environmental Specialist will respond to Housing complaints and assure compliance of the applicable Connecticut General Statutes. The specialist will coordinate with tenants and landlords to assess conditions and coordinate corrective actions and the issuance of Notices of Violation. This position will report to the Director of Health or their designee.

Duties & Responsibilities (Illustrative):

- Performs inspections in response to complaints and properly documents the inspections in the database and paper files as appropriate.
- Prepares reports as needed and presents testimony at hearings as needed under the supervision of the Director of Health or their designee.
- Reviews, researches, and investigates alleged violations of the General Statutes applicable to Housing.
- Notifies responsible parties of violations and conducts follow-up to monitor compliance.
- Participates in multidisciplinary task forces on Hoarding Complaints.
- Conducts annual and complaint inspections on hotels and motels.

Knowledge, Skills and Abilities:

- Proficient with Microsoft Office 365.
- Excellent verbal and written communication skills.
- Ability to follow directions and follow through on complaint procedures.
- Must be able to manage the physical demands of the position.

Education and/or Experience:

- High School Diploma, some college preferred.
- Valid Driver's License

Wages commensurate with experience. Full benefit package provided.

The North Central Health District is an Affirmative Action/Equal Opportunity Employer.