

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Fluoridation Consultant		Class Code: 001LK3
	FLSA Status: Non-Exempt	Salary Schedule: PAT 3	Effective Date: 8-30-13
	Summary: The incumbent will conduct consultations, inspections, diagnostics and water sampling at school and community drinking water systems to assure adequate, safe and controlled fluoridation of drinking water systems. Incumbent is a specialist in public and environmental health focusing on the fluoridation of community and school water supplies.		

Duties:

- Consults with owners, operators, government officials or their representatives to discuss the administrative and technical requirements for proper design, installation, operation, maintenance and testing of community and school water supply fluoridation equipment;
- Reports to the Environmental Public Health Division;
- Performs water fluoridation surveillance /diagnostic inspections at fluoride adjusted community and school water systems in the employee's territory;
- Documents and evaluates whether on-site fluoridation monitoring and feed equipment are installed correctly and operated in a controlled manner in accordance with all state regulations and standards;
- Consults with school, city and town officials and administrators, local dentists, water system operators, legislators and the public to promote the public health benefits of water supply fluoridation and to point out the design, equipment, operational and surveillance safeguards built-in to assure against over or under feeding of fluoride;
- Prepares reports, statistics and tallies about fluoridation activities and enters such information into the Center for Disease Control's (CDC) National Water Fluoridation Reporting System database and provides such information to the manager;
- Performs related duties as required.

Job Requirements:

- Possession of a valid Indiana driver's license;
- A degree in environmental science or related field and/or significant related experience. Certification as a Registered Environmental Health Specialist is beneficial;
- Extensive knowledge of Indiana State Department of Health functions, policies and procedures as they relate to environmental health;
- Extensive knowledge of environmental engineering, sanitation, public health science, environmental health science and mathematics as they pertain to facilities subject to our laws and rules;
- Extensive knowledge of and ability to apply state laws, rules, protocols and policies governing current environmental health practices and advances in technology;
- Thorough technical knowledge of fluoridation equipment;
- Good organizational skills;
- Experience with Microsoft Access, Word, Excel, PowerPoint and Outlook are essential. General knowledge of related computer software and hardware;
- Proficient public speaking skills, including the use of PowerPoint to create presentations using photos and graphics;
- Ability to establish harmonious relationships with industry, local, public and private agencies;
- Ability to communicate, verbally, in writing and electronically with diverse individuals and groups;

Difficulty of Work:

Work involves consideration of numerous complex variables in establishing and meeting program goals and objectives. Incumbent is required to exercise a great deal of technical judgment in directing activities to attain said goals and objectives. Incumbent is also required to exercise a great deal of administrative judgment in managing available resources to meet goals and objectives. Incumbent receives agency and division policies from the manager. Professional judgment must be applied to resolve problems using practical experience and known theories of public health and environmental engineering and sanitation.

Responsibility:

Works without direct supervision but follows general instructions concerning purpose and desired results given prior to start of work. Work is reviewed upon completion by program manager for soundness of judgment and conclusions technical accuracy and conformance with practice and policy. The incumbent in this position is required to observe, analyze and evaluate public and environmental health conditions making decisions as to adequacy and compliance and suggests recommendations for action.

Personal Work Relationships:

Incumbent works with a wide variety of persons including the director, program manager, other environmental health programs staff, other programs and divisions of the Indiana State Department of Health. External contacts include local health departments and officials of other federal, state and local agencies; developers, environmental groups, engineers, lawyers, private industry and the public, for the purposes of coordinating program activities, resolving technical, legal and administrative problems related to drinking water fluoridation.

Physical Effort:

Incumbent works on a variety of different projects that include a mixture of office work and field work. Incumbent at times assists in the field with taking measurements and making system observations which sometimes includes squatting and kneeling to observe system components. May be required to lift up to 20 pounds. Depending on the facility, climbing of stairs/ladders, bending or crawling may be required. Incumbent must at times have the stamina to complete field work sometimes requiring long hours during inclement weather.

Working Conditions:

Incumbent performs a significant portion of job duties in all environmental conditions but primarily at water treatment plants.