



## **PUBLIC HEALTH TECHNICIAN**

Department of Health & Human Services

Reports To: Public Health Compliance Officer  
Salary/Hourly Range: 34  
FLSA Status: NON- EXEMPT

VALID DRIVER'S LICENSE REQUIRED  
PD Revised: 7/21/2021

### **INTRODUCTION**

This position serves as a Public Health Technician and works collaboratively with the Public Health Compliance Officer for the Hopi Department of Health and Human Services exercising responsibilities for investigating, evaluating and providing information on sanitation and safety practices, techniques and methods for the purpose of identifying, preventing and eliminating public health problems on the Hopi Reservation.

### **KEY DUTIES AND RESPONSIBILITIES**

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

- 1) Directly participates in the development and implementation of public and environmental health program plans and goals for food sanitation, safety, water supply, waste disposal and other services.
- 2) Establishes and maintains close working relationships with Indian Health Service Office of Environmental Health, Hopi reservation schools, agency officials and businesses regarding public and environmental health matters; and with other federal entities, state, tribal and community officials to promote and carry out an effective public and environmental health program.
- 3) Provides technical assistance and advice to Hopi Tribal programs and Indian Health Service sanitarians, engineers and other health specialists on the definition and solution of problems and changes and improvements needed in program operations.
- 4) Ensures the public's health by conducting and compiling reports on comprehensive health and safety surveys, and community based environmental activities in accordance with Tribal Codes and/or guidelines.
- 5) Manage tasks in complexity of below average by investigation of technical environmental issues, public health complaints and other emerging environmental health and safety issues and address compliance of ordinances and codes based on findings.
- 6) Provides outreach and education on public health and environmental safety to the community, agencies, Tribal agencies through presentations, booths and any other public awareness activities and events.
- 7) Participates in activities sponsored by the Hopi Department of Health and Human Services.
- 8) Prepares verbal and written statistical reports for supervisor, appropriate reporting agency and/or Hopi Tribal Council as required.
- 9) Performs other related duties as assigned by supervisor to achieve Tribal/Program goals and objectives.

### **PERSONAL CONTACTS**

Contacts are with employees within/outside the immediate work areas, technical/professional consultants, state and federal representatives and the general public on the Hopi Reservation. The purpose of these contacts is the exchange of factual information related to; planning and coordination, build relationships, provide assistance/advisement, and resolve situations by influencing or motivation others who are working toward mutual goals.

### **PHYSICAL EFFORT & ENVIRONMENTAL FACTORS**

The work of the incumbent requires moderate physical exertion when conducting surveys and carrying equipment, climbing stairs or ladders, standing, walking or bending, some days may be spent outside in the hot or in cold weather for short periods of time. May be exposed to unpleasant and potentially hazardous situations when conducting surveys or remedying adverse environmental problems and situations. This work may extend beyond the normal eight (8) hour schedule to attend meetings, trainings, provide inspections etc. Travel on or off the reservation may be required.

### **MINIMUM QUALIFICATIONS**

Education: Associates Degree in Environmental Science/Engineering, Environmental Health, Public Health or closely related field;

AND

Experience: One (1) year experience working with health & environmental or public health projects performing similar duties as described;

OR

Equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of computers and computer programs
- Knowledge of environmental health principles and practices
- Knowledge of communicable diseases
- Knowledge of enforcement practices and control of environmental health issues
- Knowledge and respect of the political, cultural tradition and socio-economic environment of the Hopi Reservation
- Good writing and communication skills
- Good critical thinking and analytical skills to make sound conclusions
- Good formal speaking skills
- Good human relationships skills
- Skill in formatting and executing documents and reports
- Ability to understand oral and written instructions and do what is asked
- Ability to determine priorities and objectives to plan and organize work by deadlines
- Ability to operate basic office equipment and machines
- Ability to work with a team
- Ability to establish and maintain a working relationships with programs and organizations
- Ability to regulate laws relevant to the job

### **NECESSARY SPECIAL REQUIREMENTS**

- 1) Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- 2) Driving is an essential function of this position. Incumbent must have and maintain a driving record which qualifies them for coverage under the tribal insurance policy (tribal insurance qualifications are independent of DMV issuance of a driver's license) and maintain certification to operate tribal vehicles for business purposes.
- 3) Must complete and pass pre-employment screening.
- 4) Must be able to pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.