



**POSITION:** Environmental Health Aide  
**JOB CODE:** 3173 **GRADE:** 111G  
**DEPARTMENT:** Land Use and Development Services **DIVISION:** Water and Sewer Planning  
**REPORTS TO POSITION:** Chief  
**STATUS:** Full-Time **FLSA:** Non-Exempt

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### ***Position Summary***

Position assists the Environmental Health staff with basic functions involving water and sewer planning related to the identification, solution, and prevention of environmental health associated with the enforcement of water and sewer planning and development regulations. Position reports to the Chief, Environmental Health (Water & Sewer Planning) for general supervision. Work of this class involves no supervisory duties and responsibilities.

### ***Position Responsibilities***

1. Assists with site visits for new wells.
2. Assists with soil analysis and design work related to sewage disposal systems and well installations.
3. Aides with nuisance investigations.
4. Assists with onsite inspection for existing and new septic systems.
5. Assists with building permit reviews.
6. Answers phones and scans files.
7. Conducts file searches for customer inquiries.
8. Field work including assisting with reading water leveling in wet season and water samples.

### ***Minimum Qualification Requirements***

#### **Education**

High School Diploma or G.E.D. Preferred Associates degree.

#### **Experience**

Minimum of one (1) year experience in one of the following areas: assisting with the review of building permits, reading or drawing site plans, septic and well inspections, nuisance investigation, reviewing building floor plans.

*\*An interested candidate with an equivalent combination of education and experience as listed above may be considered.*

#### **Certificate(s) and/or License(s)**

1. Possession of a valid Class "C" non-commercial driver's license with no more than three (3) points.
2. Water sampler certification within 1 year of employment.
3. Sand mound certification within 1 year of employment.
4. At-grade certification within 1 year of employment.

#### **Knowledge, Skills & Abilities**

1. Read site plans and use engineer scales.
2. Read and communicate Code of Maryland Regulations with consultants, contractors, landowners, developers, and others.
3. Collect data for building permit reviews.
4. Collect information from septic inspections.
5. Ability to interpret maps and aerial photographs.
6. Knowledge of applicable databases, graphics, and other computer software and equipment.
7. Review building permits for accurate information and accurate site plans.
8. Review septic permits for accurate information.

***Miscellaneous Position Information***

**Working Conditions & Physical Requirements**

This role is primarily sedentary in nature but may involve occasional strenuous effort, such as handling moderately heavy boxes, tools, equipment, or other materials; walking or climbing over uneven surfaces; and sitting/standing in fixed position for extended periods of time. Works in year-round outdoor weather conditions. Will require appropriate PPE, as necessary. Must be able to lift 50 pounds unassisted on a regular basis. General conditions involve working at a computer, using telephonic equipment, and interfacing regularly with internal and/or external stakeholders.

Work is normally performed Monday through Friday during normal business hours, however, may require alternate work hours 24 hours a day, seven (7) days a week.

Individuals appointed or promoted to a position in this class will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

**Conditions of Employment**

1. Prior to appointment, employees are subject to pre-employment medical history review and drug testing, extensive background investigation (which may require CJIS and NCIS clearance), including but not limited to reference checking, and driving history, and an evaluation of training or experience.
2. Employees in this classification are essential as defined by the County’s Personnel Policies and Procedures Manual and are required to report to work during inclement weather or other designated emergencies.

**Benefits (\*Not all positions may be eligible for these programs.)**

Cecil County Government offers a full complement of benefits including medical, dental, life, disability, and AD&D insurance programs as well as a generous time off benefits. We understand that finding the right balance between home and career is a challenge and offer the following programs: employee assistance program, flexible work arrangements/compressed schedule and telework/remote office opportunities.

This position description is representative of the general and most important components of this role and does not characterize every aspect of the job; other duties and responsibilities may be assigned as warranted and deemed appropriate. This document does not constitute a contract of employment, nor a guarantee of continued employment. Cecil County Government is an equal opportunity employer.

***By signing below the employee indicates this job description was reviewed, acknowledged, and accepted. Questions regarding the job description should be directed to Human Resources.***

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Employee Printed Name	Date

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Employee Signature