

Todd County

MINNESOTA



TODD COUNTY
invites applications for the position of:

Environmental Health & Safety Intern

SALARY: \$12.00 Hourly

OPENING DATE: 02/18/19

PURPOSE OF POSITION:

The purpose of this position is to create and update safety training, policies and procedures.

This job will be open until filled with the first review of applications March 15, 2019.

Basic Performance Expectations of all Todd County Staff

- Serves as a positive example to other County personnel with regard to workplace actions, decisions, work skills, attitude and adherence to workplace policy and procedures.
- Has strong communication and interpersonal skills, is honest, fair and dependable.
- Embodies teamwork and cooperation within and across County departments and with the public.
- Communicates effectively with the Department/Division leader and keeps management apprised of important matters ongoing in the department.
- Respect all colleagues, co-workers, board members and the public and lead those around you to do the same.
- This position requires regular and timely attendance in accordance with the department schedule.
- Performs other duties as assigned or apparent.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Position Specific Essential Duties and Responsibilities

The following duties are normal for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required as assigned.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Provide Stable and Consistent Human Resources Leadership

- Review and update training on safety topics for new hires.
- Recommends new or revised policies for the safety of the county.
- Recommend improvements to accident investigation, and documentation of workers compensation issues

- Review and make recommendations for revisions to AWAIR, Right-to-Know training, Drug Free Workplace policy and other safety related policies and procedures.
- Create audits to ensure compliance with OSHA regulations.
- May maintain files, records, and documentation.

MINIMUM TRAINING AND EXPERIENCE REQUIRED:

- Bachelor's degree underway with coursework in EHS, public or business administration or related field.
- Must pass a criminal background check.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate orally and in writing with County Commissioners, County staff, attorneys, and the general public.
- Ability to calculate percentages, fractions, decimals, volumes, and ratios.
- Ability to interpret basic descriptive statistical reports.
- Ability to display project management fundamentals, approaches and techniques.
- Ability to exercise the judgment, decisiveness, and creativity required in situations involving the direction, control, and planning of an entire program or multiple programs.
- Organizational and analytical skills are required to be successful in this role.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.co.todd.mn.us/>

Position #93D
ENVIRONMENTAL HEALTH & SAFETY INTERN
SO

215 1st Ave S, Suite 300
Long Prairie, MN 56347
320-732-6155

HR@co.todd.mn.us

Environmental Health & Safety Intern Supplemental Questionnaire

- * 1. Are you currently working towards a degree with coursework Environmental Health & Safety (EHS), Public or Business Administration, or a related field?
- Yes - Master's
 Yes- Bachelor's
 No
- * 2. Tell us a little about your current course of study and your career goals.

- * 3. How familiar are you with OSHA regulations and compliance standards?
 - Very familiar
 - Somewhat familiar
 - Not familiar
- * 4. Are you able to operate computers, read and send emails?
 - Yes
 - No
- * 5. If you claimed Veteran's Preference above, do you have your DD214 to include as an attachment to this application?
 - Yes- Qualified Disabled Veteran (10% or higher disability rating)
 - Yes- Qualified Vet or Spouse of Deceased Vet
 - No
- * 6. Can you able perform all physical requirements listed in the job description?
 - Yes
 - No
- * Required Question