

Ramsey County Environmental Health Internships

Start Date: May or June 2023

End Date: August/September 2023 or later depending on student availability/interest

Compensation: \$18.48/hour; 40 hours per week

Expression of Interest Deadline: February 17, 2023

Effective Nov. 1, 2021 all job offers are conditioned on the candidate being fully vaccinated against COVID-19 with a vaccine authorized for emergency use or FDA-approved. Anyone hired after November 1, 2021 will be required to show proof of vaccination on or before their first day of employment and complete a form certifying that they are vaccinated. Religious and medical exemptions or reasonable accommodations will be considered upon request as required by applicable law.

Position Description

The Environmental Health Division of the Saint Paul-Ramsey County Public Health Department is seeking candidates for two internship openings in regulatory programs during the summer or later depending on student availability/interest. The selected candidates will be assigned to one of the following teams:

- 1) Community Environmental Health Food/Pool/Lodging Compliance
- 2) Solid and Hazardous Waste Compliance

A description of each of these internship opportunities is provided below, as well as instructions for candidate's expression of interest for each of the internships. A candidate can express interest for one or both internships.

Top candidates for these internships will be invited to in person or online interviews the week of February 27th, 2023.

Community Environmental Health Food/Pool/Lodging Compliance Internship:

The Community Environmental Health team helps to protect the public from illness and injury through risk-based inspections and regulation of food and lodging establishments and public swimming pools. The program intern primarily visits swimming pools and temporary food establishments throughout the summer, educates operators on industry specific rules during inspections, asks operators to fix hazards as needed to eliminate risks to the health and safety of the public, and documents the inspection using an inspection report writing software.

Depending on the skillset of the selected candidate, the intern may also have opportunities to lead various other projects such as preparing draft language for website updates or developing educational materials, analysis and documentation of program processes, conducting community outreach and engagement, and analyzing program inspection data. Shadowing opportunities may include the areas of

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solid/hazardous waste compliance, food waste reduction, yard waste and organics collection programs, and other public health programs.

The schedule will primarily be Monday through Friday, 40 hours per week for the summer season. This position will include occasional evening and weekend work to complete inspections of temporary food events.

The intern receives structured training at the start of the internship and their task competencies are evaluated prior to independent workload management for the remainder of the internship. Most office work will be remote and inspection work will be in-person in most situations.

Solid and Hazardous Waste Compliance Internship:

The Solid and Hazardous Waste Compliance team helps to protect the public and environment from contaminants through licensing and inspection of hazardous waste generators. The program intern will primarily be responsible for assisting unlicensed businesses with licensing. Depending on skillset of the selected candidate and length of internship, intern may inspect licensed hazardous waste generators which also includes educating generators on industry specific rules to gain compliance with hazardous waste regulations.

The intern may also have opportunities to lead various other projects such as preparing draft language for website updates or developing educational materials, analysis, and documentation of program processes, conducting community outreach and engagement, and analyzing program inspection data. Shadowing opportunities may include the areas of community environmental health, yard waste and organics collection programs, and other public health programs.

The schedule will primarily be Monday through Friday, 40 hours per week for the summer with reduced hours during the school year if interested.

Training will be provided, and task competency will be evaluated prior to independent workload management. Most office work will be remote and inspection work will be in-person. Inspection staff are provided with equipment and procedures to protect themselves from the spread of COVID-19.

Responsibilities for both internships:

- Become familiar with licensed operations and inspection methods.
- Complete assigned inspections and guide operators to compliance with rule requirements.
- Educate licensees and the public regarding regulatory and non-regulatory public health and safety topics.
- Observe Ramsey County work activities and suggest improvements to policies/procedures.
- Independently manage assigned work and document its completion, seek help when needed.
- Attend and participate in team and all staff meetings.

Position Requirements for both internships:

Minimum Qualifications

- Ability to communicate effectively with a diverse group of colleagues and clients.
- Academic experience and current undergraduate or graduate school enrollment in environmental health, public health, food science, biological or physical sciences, community health education or related field.
- Computer software competency in commonly used Microsoft Office and Adobe products.
- A valid driver's license and regular access to a vehicle to travel between worksites.
- Ability to pass a criminal background check.

Additional Useful Qualifications

- Previous work or volunteer experience in food service or swimming pool settings (for Community Environmental Health Internship).
- Innovative outreach, statistical analysis, or other unique academic experiences.
- Fluency in Spanish and/or Hmong.

For more information about the position or to express interest by sending resume and unofficial transcript by February 17th:

Please contact Mindy Stepnick at 651-266-1186 or mindy.stepnick@ramseycounty.us

Please indicate which internship(s) you are interested in.

Top candidates for these internships will be invited to online interviews the week of February 27th, 2023.