

CITY OF EDINA

Health Division Intern

SALARY:	\$13.00 - \$16.00 Hourly
OPENING DATE:	02/10/16
CLOSING DATE:	03/04/16 11:59 PM

POSITION DESCRIPTION:

The City of Edina is seeking applications for a seasonal part-time environmental health intern. The individual in this position will gain experience in all Environmental Health program areas regulated by the Edina Health Division. The position will be offered from May - September, depending on availability of the chosen candidate. The position provides a great opportunity to work for local government and experience a variety of community issues for career development.

ESSENTIAL FUNCTIONS:

- Conduct housing and property maintenance inspections;
- Public Health Nuisance complaint investigation and enforcement;
- Assist with swimming pool and other licensed establishment inspections;
- Issue violation notices and letters;
- Answer questions from the public;
- Perform special projects and various administrative and clerical functions including answering phones, data entry and reports.
- Other duties as assigned.

QUALIFICATIONS:

Minimum qualifications include a Bachelor's degree or earning a four year degree in Environmental Health, Public Health, Biology, Chemistry or related field, a valid Minnesota driver's license, experience with Microsoft Office programs and good oral and written communication skills. A strong interest in

Environmental Health, Public Health or related field as a career is preferred.

City of Edina is an Equal Opportunity Employer

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.EdinaMN.gov>

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