



ENVIRONMENTAL HEALTH SPECIALIST II JOB DESCRIPTION

Job Title: Environmental Health Specialist II

Job Code: SN313

Pay Grade: 21

Effective Date: October 2007

FLSA: Non-Exempt

Revision Date: October 2007

NATURE OF WORK

Under general supervision, performs complex multidisciplinary environmental safety and sanitation studies, inspections, and investigations to enforce Federal, State, and local laws and regulations and protect the health and safety of Lewis County residents.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages and conducts complex and sensitive multidisciplinary inspections, studies and investigations to prevent or eliminate environmental and sanitation health hazards; may be assigned to regulate water programs, land use, solid/hazardous waste, environment & vector control, sewage systems, and food facilities; duties may vary according to job assignment.
- Examines, analyzes and approves engineering proposals, land use applications and development permits; conducts site and facility inspections for compliance to regulations and standards; collects samples and performs specialized tests as needed.
- Inspects commercial businesses and residences for compliance to safety and sanitary regulations; identifies and documents violations, and enforces health and safety laws and regulations; investigates a variety of complaints; reviews and approves requests for waivers and exemptions.
- Responds to public health complaints; determines code violations; contacts owner; recommends abatement procedures for violations; writes and issues letters and citations within scope of authority; participates in administrative hearings, and presents evidence and testimony as required.
- Prepares and maintains records of inspections; recommends corrective actions, warnings, notices of violation and citations; coordinates investigations and enforcement actions by regional justice agencies.
- Plans and leads environmental risk assessments; coordinates with supervisor when problems occur which are beyond the scope of authority of the specialist, and assures effective resolution of issues.
- Updates and maintains a variety of files, records, charts, and other documents; gathers, compiles, and synthesizes data; maintains appropriate records and prepares reports as required.
- Addresses concerns of citizens; provides consultation on specific environmental health issues and code violations; educates and trains the general public on environmental health issues.
- Responds to emergency incidents involving hazardous materials and disease vectors; coordinates inter-agency investigations of complex environmental health hazards and emergencies.
- Coordinates environmental health program evaluation and planning; writes grant applications and ensures grant program compliance to standards and performance guidelines.
- Cross trains in various environmental health disciplines and duties; assists with the training and cross-training of other County staff; may coordinate the work of student interns.
- Guides and assists Environmental Health Specialists; provides training, counseling and professional assistance on technical skills and professional responsibilities; serves as a liaison between the Department and various organizations and agencies; serves on inter-agency task forces.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in an office environment, and in internal and external environments with exposure to inclement weather; work involves light physical demands and frequent use of a personal computer.

DISTINGUISHING CHARACTERISTICS:

This is the senior-professional level position in the Environmental Health Specialist job series; incumbents work independently to manage complex and sensitive assignments, and function as a lead worker for an environmental health program, and as a multidisciplinary technical expert.

EMPLOYMENT STANDARDS:

Bachelor's Degree in Public Health, Biological Science, Chemistry, or related science field; AND four (4) year's professional experience in public health/environmental regulatory programs.

Must possess a valid Driver's License. Certificate of registration as a Sanitarian from the Washington State Board of Registered Sanitarians, or as an Environmental Health Specialist from National Environmental Health Association (NEHA) is required; OSHA Hazardous Waste Operations and Emergency Response (HAZWOPER) certification is required; additional specific technical certifications are preferred and may be required.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Federal, State, and County laws, codes, rules, and regulations related to environmental health.
- Techniques of investigating and resolving complex environmental health problems and conditions.
- Physical and biological science standards and guidelines used in environmental quality controls.
- Public Health protocols and regional environmental protection and enforcement issues.
- Principles and techniques of basic engineering and site evaluations.
- Environmental research and statistical evaluation principles and methods.
- Techniques of investigating, inspecting, and resolving unsanitary conditions.
- Customer service and public relations methods and practices.
- Record keeping and file maintenance procedures.

Skills in:

- Reading, understanding, interpreting, and applying relevant County, State and Federal statutes, codes, rules, and regulations.
- Application of environmental health and safety principles and practices in a regulatory environment.
- Inspecting, testing, and analyzing complex multidisciplinary environmental health issues.
- Detecting unsanitary conditions and public health hazards and assuring their correction through education, voluntary compliance, or legal enforcement.
- Interpreting technical instructions and analyzing complex variables.
- Use of scientific principles of investigation.
- Data collection and analysis, and making appropriate recommendations.
- Using tact and diplomacy to investigate customer complaints.
- Safely utilizing specialized testing and sampling equipment, tools, and laboratory test apparatus.
- Assessing and prioritizing multiple tasks, projects and demands.
- Assessing, analyzing, and identifying problems, and recommending effective solutions.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers.
- Communicating effectively verbally and in writing.