



# ENVIRONMENTAL HEALTH SPECIALIST I JOB DESCRIPTION

Job Title: Environmental Health Specialist I

Job Code: SN313

Pay Grade: 19

Effective Date: October 2007

FLSA: Non-Exempt

Revision Date: October 2007

## NATURE OF WORK

Under close supervision, learns and assists in performing 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.*

- Learns and assists in conducting routine inspections to prevent or eliminate environmental and sanitation health hazards as directed; may be assigned to regulate water programs, solid/hazardous waste, environment & vector control, sewage systems, and food facilities; duties may vary according to job assignment.
- Inspects commercial businesses and residences for compliance to safety and sanitary regulations; enforces health and safety laws and regulations; investigates a variety of routine complaints.
- Provides referral to supervisor when problems occur which are beyond the skills of the specialist; and tracks the problem until it has been resolved.
- Prepares and maintains records of inspections; gathers evidence for appropriate enforcement action by the Department; recommends corrective actions, warnings, notices of violation, and citations.
- 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.
- Presents outreach programs; talks to community groups regarding program services.
- 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.
- Examines applications and plans for parcel maps, subdivisions, mergers, permits, and zoning variance; inspects facilities and work sites as directed.
- Addresses concerns of citizens; provides consultation on specific environmental health issues; educates the general public, workers, school groups, and property owners on environmental health issues and code violations.
- Cross trains in various environmental health disciplines and duties; assists with the training and cross-training of other County staff.

## 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 entry level position in the Environmental Health Specialist job series; no experience required.

**EMPLOYMENT STANDARDS:**

Bachelor's Degree in Public Health, Biological Science, Chemistry, or related science field.

Must possess a valid Driver's License.

**KNOWLEDGE AND SKILLS:**

**Knowledge of:**

- County policies and procedures.
- Federal, State, and County laws, codes, rules, and regulations related to environmental health.
- Physical and biological science standards and guidelines used in environmental quality controls.
- 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.

**Skills in:**

- Reading, understanding, interpreting and applying relevant County, State and Federal statutes, codes, rules, and regulations.
- Use of scientific principles of investigation.
- Inspecting, testing, and analyzing environmental health issues.
- 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.
- Identifying problems and recommending solutions.
- Operating a personal computer utilizing standard and specialized software.
- Maintaining technical records and files.
- Establishing and maintaining effective working relationships with co-workers.
- Communicating effectively verbally and in writing.