



# ENVIRONMENTAL HEALTH SPECIALIST II JOB DESCRIPTION

Job Title: **Environmental Health Specialist II**

Job Code: **SN313**

Pay Grade: **122**

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.*

- Conducts inspections, studies, and investigations to prevent or eliminate environmental and sanitation health hazards; 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.
- Examines, analyzes, and approves applications and 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.
- 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; gathers evidence for appropriate enforcement action by the County; recommends corrective actions, warnings, notices of violation and citations.
- Provides referral to supervisor when problems occur which are beyond the skills of the specialist; and tracks the problem until it has been resolved.
- 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.
- Addresses concerns of citizens; provides consultation on specific environmental health issues and code violations; educates the general public, workers, school groups, and property owners on environmental health issues.
- Participates in inter-agency investigations of complex environmental health hazards and emergencies.
- Participates in environmental health program evaluation and planning; may write grant applications and monitor grant program compliance standards.
- 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 professional level position in the Environmental Health Specialist job series; incumbents work independently, and are responsible for assignments requiring technical and analytical skills, using extensive training and experience.

**EMPLOYMENT STANDARDS:**

Bachelor's Degree in Public Health, Biological Science, Chemistry, or related science field; AND two (2) 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 may be required; additional specific technical certifications 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.
- 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.
- Detecting unsanitary conditions and public health hazards and ensuring their correction through education, voluntary compliance, or legal enforcement.
- Interpreting technical instructions and analyzing complex variables.
- 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.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Evaluating, 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.