



TITLE: ENVIRONMENTAL HEALTH SPECIALIST I/II/SENIOR

FLSA: Non-Exempt

BOARD APPROVED: November 5, 2019

BARGAINING UNIT: Misc.

DEFINITION

Under direction of the Director of Environmental Health, performs a variety of duties for the purpose of preventing environmental health hazards and promoting and protecting public health and the environment, including enforcement of environmental health laws and regulations. Performs related professional work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Environmental Health. No permanent full-time staff to supervise. May provide lead direction and / or coordination of support staff, and training to less experienced staff.

CLASS CHARACTERISTICS

This is a multi-level professional classification series in which incumbents may be assigned to any of the three (3) levels, depending upon experience, proficiency gained, and the complexity of assigned environmental health specialist functions. When work knowledge has been developed, sound work habits demonstrated, and requirements have been met, an incumbent may be promoted to the next level in the Environmental Health Specialist series. Positions in this classification are flexibly staffed.

Environmental Health Specialist I: This is the entry-level classification in the Environmental Health Specialist series. Incumbents work closely with the Director of Environmental Health and senior Environmental Health Specialist(s) to learn to perform duties related to environmental health, safety, and hazards. Environmental Health Specialist I is distinguished from Environmental Health Specialist II in that there is less latitude for independent judgment, and incumbents receive more direct supervision.

Environmental Health Specialist II: This is the mid-level classification in the Environmental Health Specialist series. Environmental Health Specialist II is a registered Environmental Health Specialist. Incumbents work under general direction from the Director of Environmental Health and more senior Environmental Health Specialists to perform duties related to environmental health, safety, and hazards. Environmental Health Specialist II is distinguished from Environmental Health Specialist I in that there is more latitude for independent judgement at the II level.

Environmental Health Specialist Senior: This is the advanced senior-level classification in the Environmental Health Specialist series. Incumbents work independently to provide oversight and leadership for complex and sensitive environmental health programs. Environmental Health Specialist Senior is distinguished from Environmental Health Specialist II in that the

Environmental Health Specialist Senior has program responsibility and exercises considerable independent judgment and discretion in the performance of assigned duties.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Inspects various facilities, including but not limited to, food handling and preparation establishments, schools, hospitals, detention centers, water supply and sewage disposal systems, solid waste facilities, recreation/pool facilities and other public/private facilities, to monitor compliance with all applicable laws, codes and standards of sanitation
- Investigates rodent and insect infestations, responds to inquiries, concerns, and general complaints from the public and other agencies
- Collaborates with other agencies during investigations
- Assists in planning, coordinating and managing the daily operations of one or more environmental health programs as assigned
- Functions as a resource specialist in assigned program(s) to develop environmental health policies and procedures and to recommend local ordinances and standards
- Performs enforcement duties, inspections, and related tasks associated with the daily operations of one or more environmental health programs as assigned
- Conducts engineering and architectural plan review, land division, map review, sampling, surveys, and other methods of gathering information concerning compliance with Federal, State, and local laws
- Secures evidence of violations; issues violation citations and provides expert witness testimony in court or before administrative bodies as needed
- Conducts sampling, surveys and other methods of gathering information concerning compliance
- Evaluates and approves hazardous waste site remediation plans and analytical reports submitted by consulting engineers and other professionals; provides regulatory oversight for monitoring and sampling
- Interprets laws and regulations to the public, other departments and local agencies; recommends methods of meeting and maintaining environmental health requirements
- Issues health permits to businesses and individuals as appropriate
- Provides information to other County departments and outside officials and agencies regarding programs
- Operates and assists in maintaining a variety of equipment, including a combustible gas indicator, drager analyzer, pool test kit, camera, sampling equipment, measuring devices, etc
- Maintains professional development and continuing education activities to meet program requirements
- Represents the Department at meetings, special events, and other public and private organizations, etc.
- Operates and maintains a county vehicle
- Prepares, reviews, and/or submits a variety of reports and records as required
- Performs related work as required

QUALIFICATIONS

Knowledge of:

- Methods, procedures, and policies of the department
- Principles, procedures, and techniques of environmental quality control, public health, and sanitation

- Physical and biological science standards used in environmental quality control
- Principles and techniques of basic engineering, surveying and site evaluations
- Methods, techniques, and procedures of investigating, inspecting and resolving or correcting unsanitary conditions
- Basic chemistry, physics, biology and microbiology as they relate to the theories and practices of environmental health
- Provisions of the penal and health and safety codes as they relate to environmental quality control
- Methods of evidence gathering
- Basic fundamentals of toxicology and hazardous materials as they relate to environmental health
- Applicable Federal, State, County, Department, and Division laws, regulations, policies and procedures

Ability to:

- Apply the provisions of applicable state penal and health and safety codes and principles of environmental health
- Conduct complex environmental health inspections and enforcement
- Assess, diagnose, and implement corrective plans for environmental health, and sanitation issues
- Provide effective training as assigned
- Apply methods and procedures used in inspecting and correcting unhealthy conditions
- Apply basic fundamentals of toxicology and hazardous materials as they relate to environmental health
- Perform required mathematical calculations quickly and accurately
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines
- Read and interpret various materials pertaining to the responsibilities of the job
- Assemble and analyze information and prepare written reports and records in a clear and concise manner
- Establish and maintain effective working relationships with government officials and the general public

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Environmental Health Specialist I:

- Graduation from an accredited college or university with a Bachelor's degree with major course work in Environmental Health Science, Biological Science, Chemistry, Physics, Microbiology, Public Health or related field
- Possession of a valid letter of eligibility indicating acceptance of educational requirements issued by the State of California Department of ~~Public Health~~ **Health Services**

Environmental Health Specialist II:

- Graduation from an accredited college or university with a Bachelor's degree with major course work in Environmental Health Science, Biological Science, Chemistry, Physics, Microbiology, Public Health or related field
- Possession of a valid certificate of registration as an Environmental Health Specialist issued by the California State Department of ~~Public Health~~ **Services**

Environmental Health Specialist Senior:

- Graduation from an accredited college or university with a Bachelor's degree in Environmental Health Science, Biological Science, Chemistry, Physics, Microbiology, Public Health or related field
- Possession of a valid certificate of registration as an Environmental Health Specialist issued by the California State Department of Public Health~~Health Services~~
- Three (3) years of experience at the level of Environmental Health Specialist II

License and Special Requirements:

- Requires a valid California driver's license.
- Other certificates and levels of training may be required dependent upon assignment

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect County development sites, to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary office classification; the job also involves field inspection work requiring frequent walking at inspection site areas to monitor performance and to identify problems or hazards; standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 50 pounds occasionally and up to 30 pounds frequently, necessary to perform job functions.

WORKING CONDITIONS

Employees partially work in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are frequently exposed to loud noise levels, cold and hot temperatures, dust and scents, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical, and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT
COMPLIANT / VETERANS' PREFERENCE POLICY / DRUG-FREE WORKPLACE**

(10/21/08)