

## COUNTY OF SOLANO

### ENVIRONMENTAL HEALTH SPECIALIST (SENIOR)

#### DEFENITION

Performs the more complex and specialized work in the regulation and enforcement of Environmental Health and Safety laws and regulations; assists with planning and implementation of specialized programs and projects within the Environmental Health Division to assure compliance with Federal, State, and local health and safety codes and requirements; may lead by providing training and guidance to entry and journey level staff within the Environmental Health Division; conducts inspections and investigations, reviews plans for conformance with health and safety code requirements, and processes permits; performs related duties as required.

#### CLASS CHARACTERISTICS

This is an advanced journey level professional classification within the Consumer Protection Section and the Technical Services Section of the Environmental Health Division. Incumbents of this class are fully knowledgeable in one or more specialized programs and serve as a lead. Incumbents assist in performing program evaluation, policy and procedure development and evaluation of staff training needs. Incumbents function with a high degree of independence and serve as the expert in one or more environmental health programs.

This class is distinguished from the Environmental Health Supervisor in that the latter is responsible for planning, developing and coordinating the implementation of the section and supervising and evaluating the work of a team.

#### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Environmental Health Supervisor.

May provide instruction to or coordinate in a lead capacity the activities of entry and journey level professional staff.

#### EXAMPLES OF DUTIES – Duties may include but are not limited to the following:

1. Inspects and investigates conditions at various sites to determine or obtain compliance with State and local laws and regulations governing Environmental Health and Safety in one or more of the following areas: retail food facilities, sewage disposal systems, housing and institutions, land use, recreational health, water supply systems, solid waste management, biosolids application, tattoo, body piercing and permanent cosmetics, public nuisances, vector control and others; recommends changes and gives instruction for correction of deficiencies and violations; prepares cases for further legal action if necessary, to obtain compliance.

2. May train entry level and journey level Environmental Health Specialists in environmental health field duties, policies and procedures by implementing a division-wide environmental health training and education program for environmental health specialists; assesses training needs; plans and organizes workshops; develops training program agenda and lesson plans with concurrence from the Environmental Health Supervisor.
3. Serves as lead and technical expert for staff during complicated inspections, investigations, and situations requiring extensive practical knowledge and experience in the enforcement of State and local regulations dealing with environmental health; advises and provides expert knowledge concerning the solution of complex and difficult problems.
4. Reviews and approves architectural blueprints and specifications for the construction of modification of structures for compliance with health and safety and solid waste and sanitation requirements; reviews and approves engineered plans for on-site sewage systems including soil classification, percolation tests, and ground water determination; makes recommendations for changes to assure compliance and/or to improve the design; confers with and advises engineers, architects, builders, developers, landfill operators and the general public on matters relating to environmental health.
5. Conducts various field tests using chemicals, instruments and tools to assess environmental conditions, determine health risks and threats to the public, compliance with laws, regulations and ordinances, and consistency with approved plans and specifications.
6. Assists in the development and implements policies, procedures, laws, and regulations related to Environmental Health programs; assists with the evaluation of the effectiveness of program operations; and makes recommendations for new programs or program improvements and interpretation of laws and regulation in response to new environmental health concerns and emerging diseases.
7. Processes permits for operation in compliance with health and safety codes and regulations in one or more of the following areas; retail food facilities, sewage disposal systems, housing and institutions, land use, recreational health, water supply systems, solid waste management, biosolids application, tattoo, body piercing and permanent cosmetics, public nuisances, vector control and others.
8. Examines operation of septic systems, biosolids applications, and food facilities; examines and interprets data provided by operators.
9. Inspects construction sites of wells, onsite sewage systems, food facilities, swimming pool facilities, and similar, through the finished phase; inspects plumbing, mechanical

exhaust, finish materials, and equipment standards for compliance with environmental health requirements.

10. Investigates complaints filed by the public involving Environmental Health and Safety issues; leads the more complicated investigations. Investigations include, but are not limited to, food and waterborne illness complaints, odor, surfacing sewage, substandard housing, improper disposal of solid waste, biosolids, vector and unsafe public recreation areas. Use appropriate investigation techniques in response to complaints, including epidemiological analysis, performing surveys and interviews, and coordination with other departments or agencies.
11. Enforces codes by giving notices of violation and recommendation of corrective action.
12. Collects samples of water, food sewage, and other materials for laboratory examinations; interprets results. Collects and interprets environmental data, including wind speed, direction, and groundwater evaluation.
13. May represent the Environmental Health Supervisor in the absence of the same.
14. May prepare and present information regarding environmental health to the Planning Commission, Board of Supervisors, other governmental agencies and the community; may provide general guidance or recommended solutions.
15. Coordinates with other County Departments and special districts to protect public health and assist in the prevention of new and emerging diseases and vectors.
16. Provides information for the preparation of billing statements, and collects fees in specialized circumstances and issues environmental health permits.
17. Provides input and technical expertise to the building and planning divisions related to general environmental health issues.
18. Represents the Department and the County before public and private organizations; participates as a member of various committees, commissions and boards concerned with the environmental health issues.
19. Maintains professional knowledge in applicable areas and keeps abreast of changes in job related rules, statutes, laws and new business trends; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.
20. Reviews land use planning applications and projects and business license applications for environmental health requirements; coordinates with other Divisions in evaluating, researching and planning projects; prepares interdepartmental reports.

21. Assists in the development and revision of forms, pamphlets, manuals, and other educational materials for use by public or staff; may oversee development and revision of documents by other environmental health specialist staff.
22. Provides information and consultations concerning environmental health and safety requirements to public and private organizations, individuals, industry professionals and other regulatory agencies; provides written reports; may prepare and present oral presentations to the public.
23. May respond to emergencies involving incidences of sewage releases, restaurant fires, communicable disease outbreaks and natural or manmade disasters.
24. May coordinate special projects and related activities of the Local Enforcement Agency (LEA) for the Integrated Waste Management program for Solano County; assists the Environmental Health Supervisor and Environmental Health Manager with monitoring and reporting revenues; ensures compliance with related laws and regulations; interacts with landfill operators, State and regulatory agencies, the general public, and other governmental entities in implementation of LEA responsibilities.
25. Performs related administrative tasks; prepares and writes required reports; obtains required training.

#### **JOB RELATED ESSENTIAL QUALIFICATIONS**

##### **KNOWLEDGE OF:**

Sanitation requirements and procedures; Federal, State and local laws and regulations governing Environmental Health and Safety; specific laws and regulations, accepted methods and procedures used in the regulation and enforcement of a specific Environmental Health program.

Principles of food science and technology including assessing food safety, food waste management, food-borne toxins and infection, and the technology of preserving and processing food; knowledge of solid waste management and liquid waste treatment, soil science, vector control, recreational health, water quality, and housing in relation to environmental health and public health.

Principles of biology, chemistry, microbiology, and statistical principles and analysis; methods of data gathering and analysis; mathematics at the college algebra level.

Proper and effective inspection, detection, and enforcement techniques and the appropriate response to various violations.

Food borne pathogens, epidemiological causes of disease, disease infection process, methods of prevention and symptoms of disease or evidence of chemical contamination. Interaction between environmental health and safety and community health.

Community health problems involving the housing environment such as mold and lead.

Basic building construction materials and principles relating to environmental health requirements.

Effective public information and public relations methods.

Computer software programs including MS Word, Excel, Powerpoint, and computerized data collection, retrieval and analysis applications.

Divisional and Departmental policy and procedures, and acceptable principles and practices of the Department.

**SKILLS TO:**

Utilize specialized inspection and investigative tools and testing devices such as thermocouple, stem and infrared thermometers, camera, tape measure, UV light, pool chemical test kit, pH and chemical concentration litmus test strips, ventilation powder gun, foot candle light meter, pyrethrin insecticide, inclinometer, compass, global positioning device, XRF machine, mobile weather station and related tools.

Operate office equipment including a personal computer, copy and fax machines and printers.

Drive a motor vehicle.

**ABILITY TO:**

Act as a lead worker in a specialized area of environmental health; prepare and conduct training and education programs.

Work independently with minimal supervision.

Communicate scientific, technical and procedural information clearly and effectively both verbally and in writing with all levels of employees, the news media, and the general public; speak effectively before large formal and informal groups; prepare and present clear and concise narrative reports.

Conduct inspections and complaint investigations using the proper tools and equipment and techniques.

Evaluate conditions and situations, which may indicate violation of Health and Safety laws and regulations and respond accordingly.

Plan, organize, prioritize and research; analyze and evaluate data and make recommendations based upon findings.

Read and interpret plans and specifications accurately and compare them with actual construction in progress. Interpret architectural and engineering drawings and blueprints, specifications and cut sheets, and liquid and air flow and pressure rates for compliance with Environmental Health and Safety requirements.

Read, interpret, and apply Environmental Health and Safety laws and regulations.

Collect laboratory specimens and environmental data correctly and interpret lab analysis.

Establish and maintain effective working relationships with staff, other departments and the general public; effectively represent the Department with tact, diplomacy, and patience.

Prioritize and coordinate assignments, duties and projects; solve problems independently; negotiate solutions.

Work in various environmental conditions including inclement weather and remote locations with odors and under stressful emergency conditions.

### **EXPERIENCE AND EDUCATION/TRAINING**

#### **EXPERIENCE:**

Three (3) years of experience in Environmental Health and Safety regulation and enforcement; considerable and responsible experience directly related to the specific program assignment.

#### **EDUCATION/TRAINING:**

A Bachelor's degree, from an accredited four-year college or university, which meets the requirements of the California Health and Safety Code, Division 104, Part 1, Chapter 4, Article 1, Section 106600 (et sequiter).

#### **SPECIAL REQUIREMENTS**

Must be registered with the State of California as Registered Environmental Health Specialist, in accordance with Division 104, Part 1, Chapter 4, Article 1, Section 106600 (et sequiter) of the California Health and Safety Code.

Possession of or the ability to obtain a valid Class C California driver's license.

**SUPPLEMENTAL INFORMATION**

Independent travel is required.

May be required to work weekends, holidays and after hours.

Must pass a physical exam as a condition of hire.

**ADA COMPLIANCE**

**PHYSICAL ABILITY:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, sitting, standing and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (20 – 40 pounds). Tasks may involve extended periods of time at a remote location, a keyboard or workstation.

**SENSORY REQUIREMENTS:** Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, odors, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

**ENVIRONMENTAL FACTORS:** Requires the ability to work in varying environments that may include exposure of dusts, heat, cold, odors, toxic agents, noise, smoke, vibrations, wetness, humidity, machinery, and bright or dim light in an open or enclosed construction area, sanitary landfill, or within a facility conducting business or operations. This requires additional care and the ability to work under conditions where exposures to environmental factors pose a risk of minor injury or illness.

  
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Director of Human Resources

**Established Date:** September 1989

**Revised Date:** June 2002

**BOS Date:** June 30, 2003

**Revised Date:** August 2004