

COUNTY OF SOLANO

ENVIRONMENTAL HEALTH SPECIALIST (JOURNEY)

REV. 01/05

DEFINITION

Conducts inspections, investigations, evaluations, reviews plans and reports, prepares written reports and records, process permits and provides information to the public to ensure compliance and enforcement of regulations governing Environmental Health and Safety; performs related duties as required.

CLASS CHARACTERISTICS

This is the journey level in the Environmental Health Specialist series. Incumbents work independently under general direction of the Environmental Health Supervisor performing inspections and investigations and provide enforcement and consultation for a broad range of Environmental Health and Safety laws and regulations.

This class is distinguished from that of Environmental Health Specialist (Senior) in that the Environmental Health Specialist (Senior) is expected to be fully knowledgeable in one or more specialized programs, may serve as a lead, and may assist with program evaluation, policy and procedure development and evaluation of staff training. This class is further distinguished from the Environmental Health Specialist (Entry) in that the Environmental Health Specialist (Entry) is an unregistered class requiring close supervision.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Environmental Health Supervisor and may receive technical guidance from the Environmental Health Specialist (Senior)

May provide technical guidance to and assist with the training of staff in Environmental Health

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. 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.
3. 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.
4. Examines operation of septic systems, biosolids applications, and food facilities; examines and interprets data provided by operators.
5. Reviews and approves architectural blueprints, engineering plans and specifications for compliance with health and safety codes pertaining to food protection, recreational health, solid waste and sanitation requirements, on-site sewage systems including review of soil classification, percolation tests, ground water determination, and water supply; makes recommendations for changes to assure compliance and/or to improve the design, confers with and advises engineers, architects, builders, developers and the general public on matters relating to environmental health.
6. Inspects construction sites of wells, onsite sewage systems, food facilities, swimming pool facilities, and similar sites, through the finished phase; inspects plumbing, mechanical exhaust, finish materials, and equipment standards for compliance with environmental health requirements.
7. Investigates complaints filed by the public involving Environmental Health and Safety issues, including but 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.
8. Enforces codes by giving notices of violation and recommendation for corrective action.
9. 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.
10. Provides information and consultations concerning environmental health and safety requirements to the public; provides written reports, letters and other correspondence; may prepare and present educational programs and oral presentations to the public.

11. Attends meetings with community groups to address issues of environmental health; may provide general guidance or solutions
12. Coordinates with other County Departments and special districts to protect public health and assist in the prevention of new and emerging diseases and vectors.
13. Provides information for the preparation of billing statements, and collects fees in specialized circumstances and issues environmental health permits.
14. Provides input and technical expertise to the building and planning divisions, related to general environmental health issues.
15. May respond to emergencies involving incidences of sewage releases, restaurant fires, communicable disease outbreaks and natural or manmade disasters.
16. Maintains professional knowledge in applicable areas and keeps abreast of changes in job related rules, statutes, laws and regulations; reads and interprets professional literature, attends training programs, workshops and seminars as appropriate.
17. 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.

Appropriate 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, 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:

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:

One (1) year of experience at the level of Environmental Health Specialist (Entry)

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. Tasks require oral communications ability.

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.

Director of Human Resources

Established Date: September 1989

Revised Date: January 2005

BOS Date: June 30, 2003

CSC Date: January 12, 2005