



UMATILLA COUNTY
POSITION DESCRIPTION



Department: *Umatilla County Public Health*
Position Title: *Environmental Health Spec. I*

Employee Name: _____

Effective Date: _____

Job Series: C

Salary Range: 23

Union Covered: Yes

BOLI Exempt: No

GENERAL DESCRIPTION OF POSITION

Performs a variety of survey and investigative duties of an introductory nature in the field of environmental health to determine compliance with public health laws and administrative rules; does related work as required. This classification is intended to provide the incumbent with the necessary training and experience to become a Registered Environmental Health Specialist.

SUPERVISORY RELATIONSHIPS

Works under the close supervision of the Public Health Administrator and under direct task supervision of Environmental Health Supervisor.

PRINCIPAL DUTIES OF POSITION

Essential duties and responsibilities include the following and other duties may be assigned.

1. Inspects restaurants, mobile food units and temporary restaurants to assure compliance with the laws and rules; instructs food handlers on proper food handling procedures and equipment maintenance; participates in food handler classes required for certifications. (EE)
2. Investigates complaints and disease outbreaks concerning food, water, animals, sewage disposal and communicable disease as required by law and with the assistance of other county staff as needed; takes necessary corrective/preventative actions. (EE)
3. Inspects public swimming pools, spa pools, traveler's accommodations, and recreation parks and campgrounds for compliance with state laws and regulations; prepares compliance schedules and assists in arranging for necessary improvements. (EE)
4. Reviews plans for proposed food service establishments, swimming pools, spa pools, tourist and travelers accommodation and care facilities to assure compliance to rules; monitors and evaluates construction. (EE)

5. As required by the department, issues or denies permits pursuant to established rules; inspects installations of completed systems for compliance; performs adequacy evaluations of existing systems. Takes corrective actions as needed, according to county and state code. (EE)
6. If qualified, as required by the DEQ; conducts site evaluations for the determination of septic system design;
7. Inspects care facilities and schools for food service, water supplies, sewage disposal, solid waste practices, and general cleanliness and safety; arranges for necessary improvements. (EE)
8. Inspects wells for locations and construction; collects water samples; advises on cleaning methods.
9. Surveys public drinking water systems; promotes water supply improvement.
10. Maintains records of inspections and other activities; prepares reports and recommendations; completes reports for state as requested/required. (EE)
11. Establish and maintain positive working relationships with employees, business owners and the general public. (EE)
12. Performs related duties as required.

REQUIREMENTS FOR POSITION

- Bachelor's Degree (B.S.) from four year college or university in public health sanitation or in basic sciences with major emphasis in chemistry, biology, entomology or zoology; or equivalent combination of education and experience as determined by the hiring authority.
- Must qualify to register as Environmental Health Specialist Trainee under the Health Licensing Office. **This position may be occupied by the same employee for a period not to exceed 24 months, beginning on the date of appointment.**
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS AND ABILITIES:

- Basic knowledge of the theory and practices of environmental health; some knowledge of the laws and administrative rules governing the environmental health programs of the state.
- Ability to interpret and apply statutes, administrative rules, guidelines and ordinances
- ability to conduct investigations, document finds, determine corrective measures and implement compliance schedules
- Ability to prepare and maintain records, reports and data

- Ability to establish and maintain effective working relationships with employees, business owners and the general public.
- Ability to establish and maintain professional, respectful, and effective working relationships with supervisor, other staff, and customers/clients.

ADDITIONAL DISIRABLE EDUCATION:

- Intro to Soils, Soil Geology, and Soil Morphology

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possession of a valid driver's license with a good driving record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

TOOLS AND EQUIPMENT USED

Computer, including word processing, data base, Internet, Healthspace data system and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee often works in outside weather conditions. The noise level in the work environment is variable.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature/Date