

DEPARTMENT: UCo Health (Public Health)
POSITION TITLE: Environmental Health Specialist I
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. (EE)

EDUCATION AND/OR EXPERIENCE:

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.**

QUALIFICATION REQUIREMENTS:

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.

ADDITIONAL DISIRABLE EDUCATION:

Intro to Soils, Soil Geology, and Soil Morphology

LANGUAGE SKILLS:

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints.

MATHEMATICAL SKILLS:

Ability to apply advanced mathematical concepts.

CERTIFICATES, LICENSES, REGISTRATIONS:

Registration with the State of Oregon as a Registered Environmental Health Specialist Trainee in accordance with ORS 700.035; will become registered with the State as an Environmental Health Specialist within 24 months or 3800-4000 hours. Possession of a valid driver's license with a good driving record.

KNOWLEDGE, SKILLS AND ABILITES: 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.

AUXILIARY FUNCTIONS OF THE POSITION:

In the event of a declared emergency by the Board of County Commissioners, the employee is subject to a temporary emergency assignment according to the Emergency Management Plan, for which prior preparation on cross training may occur in an occasional "table-top" test exercise.

Signature/Date