



ENVIRONMENTAL HEALTH SPECIALIST I

DEFINITION: Under general supervision, perform education, inspection, investigation and enforcement activities intended to prevent, detect, control, and eliminate environmental health hazards; administer and enforce pertinent federal, state and local statutes, ordinances, codes and regulations governing environmental health and sanitation; and function as a positive and cooperative team member.

DISTINGUISHING CHARACTERISTICS:

Environmental Health Specialist Trainee is the entry and trainee level in the class series. This class is distinguished from the journey by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Employees in this class are not required to be registered as an Environmental Health Specialist.

Environmental Health Specialist I is the entry level in the class series, fully qualified to independently perform the full range of duties. Incumbents exercise considerable independent judgment in conducting environmental health inspection and enforcement activities. Assignments involve the inspection of a wide variety of establishments, public and private facilities, and water and waste disposal systems for compliance with public health laws. Incumbents also perform plan review, permit issuance and educational activities to promote sound environmental health practices, and may function as subject matter experts in one or more areas of inspection.

LEVEL OF RESPONSIBILITY AND SCOPE:

Environmental Health Specialist Trainee receives immediate supervision the Environmental Health Director, Deputy Director or from an Environmental Health Specialist III; may receive technical or functional supervision from other technical or professional staff.

Environmental Health Specialist I receives general supervision from the Environmental Health Director, Deputy Director or Environmental Health Specialist III.

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

Environmental Health Specialist Trainee – Makes routine inspections of food processing and handling establishments, trailer courts, swimming pools, schools, sewage disposal systems, waste water installations, water wells, garbage facilities and other installations to determine compliance with sanitary laws and regulations and to identify public health hazards; Inspects pools, water wells, and wastewater installations; access inspection site; collect water samples and prepare samples for laboratory testing; interpret sampling results and determine appropriate response to problematic results; educate public; Inspects food facilities to include restaurants, schools, hospitals and other public eating establishments to ensure compliance to all Federal, State and local regulations, codes and laws; pulls samples for testing; observes utensil washing and sanitizing procedures; tests water, oven, refrigerator and freezer temperatures; inspects cleanliness of food equipment and cooking environment; Interprets provisions of sanitary laws and regulations, advises on methods of meeting and maintaining sanitary requirements, and attempts to obtain voluntary conformance; Investigates complaints regarding overflowing septic tanks and sewers, waste disposal, animal bites, insect problems, and food poisoning cases; and obtains facts, evidence, and samples needed in determining abatement and control requirements; Reviews plans of proposed septic tanks, swimming pools, and food establishment installations to ensure conformance with acceptable standards and codes; Inspects residences to evaluate sanitary condition of building, plumbing, lavatory facilities, and adequacy of lighting, ventilation and water supply; Collects and compiles data; maintains records and prepares reports of daily and periodic inspections and violations, and prepares correspondence and reports relating to the work; performs necessary research; Attends meetings with community groups to establish rapport and provide education on environmental health topics for the purpose of improving environmental health compliance and awareness; Performs related duties as assigned.

Environmental Health Specialist I (In addition to those duties as previously outlined): Plans and conducts inspections, investigations, and surveys of food establishments, small water systems, sewage disposal systems, well constructions, swimming pools, recreational health facilities, occupied housing, underground storage tank facilities, solid waste facilities, hazardous materials facilities, hazardous waste generators, land use development, rabies and vector control and indoor air quality; Provides technical expertise and coordinate with others within the Environmental Health Division, other County departments and divisions and other public agencies as necessary; Prepares more complex reports independently and makes presentations at public meetings, including appeal hearings; prepares and maintains accurate records and files; Issue permits or licenses when satisfactory conditions are found; performs inspections and investigations of sites; determines compliance or exceptions to compliance and takes steps to correct unsatisfactory conditions; determines and enforces penalty for non-compliance; Investigates violations and complaints and prepares reports and

recommendations; may be required to participate in a countywide program in the investigation and evaluation of radiological health hazards.

EMPLOYMENT STANDARDS:

Education/Experience: Any combination of experience and training that would provide the required knowledge and skills is qualifying. A typical way to obtain the required skills and knowledge would be:

Experience:

Environmental Health Specialist Trainee - At least one year of progressively responsible work performing public health and/or environmental protection inspection and/or administrative support duties.

Environmental Health Specialist I – In addition to the requirements for Environmental Health Specialist Trainee: At least two years of progressively responsible experience performing duties similar to an Environmental Health Specialist Trainee at Inyo County.

Training: Equivalent to a bachelor's degree from an accredited college or university with major course work in civil engineering, environmental health science, geology, hydrology, natural science, chemistry or a related field with 30 semester or 45 quarter units of college coursework involving chemistry, biology, physics, calculus and algebra as approved by the State of California Department of Health.

License or Certificate:

Environmental Health Specialist Trainee - Must obtain a valid Registered Environmental Health Specialist within three years of appointment to the Environmental Health Trainee job class.

Environmental Health Specialist I – Possession of a valid Environmental Health Specialist Registration with the California State Department of Health Services.

Knowledge of:

Environmental Health Specialist Trainee - Basic principles and practices of a variety of science applications such as: geology, hydrology and soils science relative to sewage disposal, well construction, contaminated soil, and groundwater investigation and remediation; Basic principles and practices of engineering, chemistry, biology and bacteriology; Basic principles and practices for the proper disposal of sewage on-site; Basic water well drilling practices and procedures; Health and Safety Code of the State of California with reference to safe food handling and preparation, sewage disposal and water and local land development ordinances and other applicable ordinances; Basic

principles of public health as related to potential environment impact; Standard and accepted office procedures methods and computer equipment; Basic principles and practices of work safety; Standard and accepted English usage, spelling, grammar and punctuation; Basic statistics and statistical analysis and advanced mathematical calculations.

Environmental Health Specialist I – in addition to the requirements for Environmental Health Specialist Trainee: Local ordinances and state statutes relative to land use, land development and the permitting process; Federal, state and local laws and regulations pertaining to environmental health standards and enforcement; Standard and accepted methods and procedures for inspecting and correcting unsanitary conditions; Standard and accepted methods of responding to hazardous materials risks and emergency situations; Standard and accepted methods of identifying a wide range of hazardous materials and determining risks; A wide range of public health risks and appropriate responses to those risks; Basic functions and operations of related governmental agencies and community organizations; Basic provisions of the penal codes relating to public nuisances.

Skill to:

Environmental Health Specialist Trainee – On a continuous basis, learn and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; Learn to interpret relevant codes and regulations and apply County policies and procedures; Learn to plan and conduct the more routine inspections; read and review blue print/blue lines and plans; and maintain accurate case records; Work with various cultural and ethnic groups in a tactful and effective manner; Obtain information through interviews; work fairly and courteously with the public; and work effectively with interruption; Analyze situations quickly and objectively; identify and recommend proper course of action; Utilize general and designated office machines and technology in a manner to successfully perform assigned functions; Communicate clearly and concisely, both orally and in writing; Use a computer, calculator, typewriter, telephone, facsimile machine, photocopy machine microfilm reader printer, thermocouple, and various field monitoring devices; Prioritize assigned work effectively for successful job performance; Meet the physical requirements necessary to perform required duties in a safe and effective manner for self and others; Establish and maintain effective working relationships with those contacted in the performance of required duties.

Environmental Health Specialist I – in addition to the requirements for Environmental Health Specialist Trainee: Understand and carry out a variety of both oral and written directions; on a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and

technical policy and procedures; Interpret relevant codes and regulations and apply County policies and procedures to assigned functions; Plan and conduct multiple inspections; read and review blue print/blue lines and plans; and maintain accurate case records; Work with various cultural and ethnic groups in a tactful and effective manner; Obtain information through interviews; work fairly and courteously with the public; and work effectively with interruption; Analyze situations quickly and objectively and determine proper course of action.

TYPICAL PHYSICAL REQUIREMENTS: While performing the essential functions of this job class, the employee is regularly required to use hands and fingers to operate a variety of objects, tools, equipment, computer keyboard, vehicles, and other specialized equipment; flexibility and endurance to stand, climb, stoop, kneel, crawl, bend, walk, reach, and crouch; talk and hear clearly and concisely to communicate with co-workers, general public, County staff and management, consultants and outside agencies and organizations on a continuous basis. Employee may be required to lift and/or carry and/or move moderately heavy to heavy objects in the performance of required duties.

TYPICAL WORKING CONDITIONS: Employee performs assigned duties both indoors and outdoors in a variety of climatic conditions including exposure to hot and cold temperatures; may work in rough terrain and remote locations on occasion. Continuous contact with other staff and management, other agencies and organizations and the general public is also required.