



## **ENVIRONMENTAL HEALTH TECHNICIAN**

**DEFINITION:** Under direct supervision, performs a variety of skilled technical assignments involving office and/or field review, education, inspections, investigations, enforcement activities, and permit processing intended to prevent, detect, control, and eliminate environmental health hazards; to administer and enforce pertinent federal, state and local statutes, ordinances, codes and regulations governing environmental health and sanitation; and to function as a positive and cooperative team member.

**DISTINGUISHING CHARACTERISTICS:** Environmental Health Technician is an entry level job classification. Incumbents are expected to possess basic knowledge of environmental health issues, experience working with the public, and using computer equipment and software.

**LEVEL OF RESPONSIBILITY AND SCOPE:** Environmental Health Technician receives immediate supervision from 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.

**EXAMPLES OF ESSENTIAL DUTIES** – DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

Reviews and processes various Environmental Health applications and submittals for completeness. Interprets laws, regulations, and guidance documents for compliance with, or implementation of, regulatory programs; under supervision, conducts field inspections and investigations to determine compliance with applicable codes; notifies developers, contractors and the public on matters relating to environmental health programs; researches legal descriptions, property ownership and history using maps, computer and assessor records; serves as liaison between various public agencies and the public as necessary; data entry of information into various county and state databases, and website platforms; sets up bacteria samples, reads and processes sample results, data entry of results into database as needed in the Inyo County Water Lab; 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; performs other job duties as assigned.

## **EMPLOYMENT STANDARDS**

**Experience and Training:** A high school graduate or equivalent with 12 units of college credit; OR a minimum of two years of experience working in a similar position. Any combination of experience and training that would provide the required knowledge and skills is qualifying.

### **Knowledge of:**

Mathematical concepts relating to construction plans and diagrams; basic principles of biology and chemistry; familiarity with common scales of weights and measures; practices and procedures, rules, regulations and laws associated with a variety of environmental health programs; inspection techniques and research methods; 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.

### **Skills to:**

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.

## **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.

### **Core Competencies:**

The core competencies listed below and the ability to immediately demonstrate these competencies consistent with the position's level in the department and the specific work assignment:

**Intensity:** Goes after the goal with passion; is results oriented, and gets the job done. *Key Concepts:* Risk-taker; results-oriented; and initiative driver.

**Ethical Behavior:** Does what is right regardless of temptations and pressures to do otherwise; upholds the public's trust; and conducts self-according to a set of principles. *Key Concepts:* Respect; trust; responsible; fair; and caring.

**Influence:** Affects successful outcomes for the organization through the use of masterful leadership, collaboration, and a keen understanding of the organization, its goals, and the interests of all parties. *Key Concepts:* Engaged; collaborative; strategic orientation; situational awareness; organizationally savvy; inspirational; energizing-empowering; team orientation; and change agent.

**Commitment:** Successfully builds relationships with and promotes involvement of diverse groups; considers the needs of diverse clients when developing policies and procedures related to service; works closely with diverse groups to identify and deliver services that meet their needs and the strategic objectives of the program; establishes customer service as the single purpose to which all resources are dedicated; focuses on delivering the best services possible to the public; focuses on customer needs; and is committed to public service. *Key Concepts:* Public servant; and customer service.

**Interpersonal Skills:** Possesses and uses versatile communication styles and approaches; understands the underlying psychology of why people act as they do and changes approach to affect positive outcomes; builds rapport throughout the organization; and develops human potential. *Key Concepts:* Staff development; communication; listening; delegation; recognition; and buy-in.

**Resiliency:** Is adaptable; takes direct action; leads by example; exhibits tenacity. This leader is ready, flexible, self-reliant, and has a reputation for finding opportunities in difficult situations. *Key Concepts:* Action-orientation; adaptability; flexibility; agility; tenacity; survivability; courage; confidence; and intuition.

**Craftsmanship:** Rejects the "good enough for government work" attitude; takes ownership of work done and results accomplished; takes pride in delivering quality services to customers; seeks out opportunities to develop new and creative solutions and programs; imagines possibilities; defines a vision, and works to bring vision into reality. *Key Concepts:* Innovative; imaginative; inventive; pride-in-work; accountability; self-development; and self-starter.

**Special requirements:** Must possess a valid driver's license issued by the State Department of Motor Vehicles. Must successfully complete a pre-employment background investigation.