

CHELAN-DOUGLAS HEALTH DISTRICT CLASSIFICATION DESCRIPTION

TITLE: Environmental Health Specialist I, II & III Exempt Non-Exempt
SUPERVISOR: Environmental Health Associate Administrator, or EHS III
DEPARTMENT: Environmental Health
SALARY: EHS I Line M of wage scale
EHS II Line N of wage scale
EHS III Line P of wage scale

Required to become a member of the local collective bargaining unit? Yes No

GENERAL DESCRIPTION:

Engages in Environmental Health activities in one or more program areas, including, but not limited to the following: on-site sewage disposal; public and private water systems; evaluation of land use proposals such as subdivisions, short plats, and conditional use permits; permitting and on-going inspection of facilities such as public food service establishments, schools, public and semi-public pools and spas, camps, solid waste facilities, abatement of public health nuisances; monitoring ground water quality at solid waste facilities; providing technical assistance to the public and other agencies about areas of public health concern.

Incumbents seek both to determine compliance with the appropriate state and local regulations, and if possible, to be helpful to the proponent in developing systems that will give satisfactory long term performance. Activities related to compliance are mandated by the respective regulations. Other activities are not mandated, but are of value to the proponent, and also serve the District's objectives in achieving designs and operations that will minimize health hazards.

This classification covers EHS I, EHS II and EHS III positions. EHS I personnel typically have no previous work experience and do not possess REHS (Registered Environmental Health Specialist) credentials. EHS II personnel have previous public health work experience or have demonstrated proficiency, as well as possess a REHS credential. It is intended that most Environmental Health staff positions would be filled by an EHS II. The EHS I position will allow the District to under-fill when necessary. An EHS I would be selected on the basis of potential for advancement to the EHS II position.

An EHS III position meets all the qualifications of the EHS II and must have at least five years experience in an EHS II position or its equivalent. In addition, an EHS III position involves direct supervision of one or more EHS II or EHS I positions and includes responsibility for the effective operation of one or more environmental health programs. EHS III positions often involve some field work as well as supervisory and

administrative work. EHS III positions report directly to the Environmental Health Director.

TYPICAL WORK:

Performs routine case work such as inspection, permitting and regulation enforcement in food service, water recreation facilities, schools, group camps, solid waste facilities, on-site wastewater, and land-use.

Reports violations and poor practices to the owner/operator in person and by correspondence, and to the District by maintaining public records of the conditions observed and the actions taken.

Consults with the owner/operator to devise ways of improving conditions and practices to avoid further problems.

Takes enforcement actions by means of compliance letters, reinspections, probation inspections, assists in preparing Notices of Violation, and assessment of fines, testimony at enforcement hearings and legal proceedings, and in preparing materials for court actions. Public health problems and violations requiring enforcement action come in a wide range of potential consequences and difficulty of resolution. The organizational level appropriate to assume primary responsibility will differ from case to case. While both an EHS I and II participate, an EHS II or III is more likely to take the lead in preparation of Notices of Violation, Departmental Orders, Agreed Orders, assessments of fines and permit revocations; however, signature authority lies with the Environmental Health Director. An EHS I, II or III may issue orders to stop work or refrain from use as necessary to address imminent public health hazards.

Reviews plans for construction and operation of facilities, corresponding with operators and other agencies, and conducting on-site pre-opening, routine, follow-up, enforcement, probation, complaint and illness investigation inspections.

Provides community education, food worker and other licensee education, and provides technical information to the public. Verifies that educational opportunities are available to outlying areas.

Maintains database on permitted establishments for budgeting, billing, and reports on inspection frequency, violations and compliance. Uses databases to schedule inspection according to goals and enforcement schedules.

Coordinates activities with appropriate local agencies and state departments of Health and Ecology.

Investigates potential causes of illness from environmental factors affecting the public. Analyzes known information regarding bacteria, viruses, parasites, toxins and environmental conditions causing illness. Responds to immediate health hazards by

assisting in the development of press releases and providing technical assistance.

Interprets and applies applicable local, state and federal regulations and policies to specific cases. Gathers and interprets technical information for cases not clearly covered in regulations and policies.

May assist and serve as a resource for EH personnel and/or interns.

Represents the District at the case level to the public and other agencies.

Review and makes recommendations on requests for variances from the regulations.

For EHS IIIs, supervision of EH I and EH II positions, including monitoring of staff schedules, work quantity and quality, periodic evaluation of staff performance, and progress toward program goals and purposes.

SPECIFIC KNOWLEDGE AND ABILITIES:

Ability to work independently and manage personal work schedule to complete time sensitive work assignments.

College-level understanding of the principles of chemistry, biochemistry physiology, cellular biology, toxicology, environmental sciences, geology, hydrology, epidemiology, risk assessment, risk communication, and environmental law.

Understanding of the risk factors, exposure routes, and toxicological effects of those materials and chemicals commonly found in permitted facilities.

Knowledge of the Chelan-Douglas Health Code as applied to Environmental Health programs.

Knowledge of legal due process requirements in EH enforcement.

Ability to communicate both orally and in writing in a wide variety of circumstances and to people of differing levels of understanding.

Ability to communicate with angry people and use conflict resolution skills.

Proficiency in word processing and database programs.

General knowledge of worksite safety issues and use of personal protective equipment.

If hired as EHS I, ability to acquire REHS (Registered Environmental Health Specialist) credentials within 24 months.

For EHS IIIs, ability to effectively supervise EHS II, EHS I and support staff positions.

For EHS IIIs, ability to identify problems and successes in meeting program goals and objectives, and the ability to work effectively with the EH Director in addressing personnel and program problems.

MINIMUM QUALIFICATIONS:

1. Four-year degree in Environmental Health, Public Health or a related science; or equivalent training and experience.
2. Valid Washington State driver's license or ability to obtain one within two weeks of date of hire.
3. For EHS IIIs, at least five years of experience as an EHS II or the equivalent.

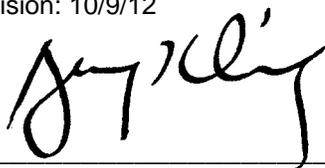
DESIRED QUALIFICATIONS:

1. For EHS Is and EHS IIs, two years of previous public health experience.
2. Possession of Registered Environmental Health Specialist or Registered Sanitarian certification.
3. Multiple language skills

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

This position requires the ability to perform those activities to complete the essential functions of the job, either with or without reasonable accommodation. The work environment requires the employee to work outdoors, in all weather conditions, and in a variety of locations that may include rough terrain, sewage, or other areas difficult to access. While performing the duties of this job, employees are regularly required to bend, stoop, and manipulate equipment. Good spatial and mental awareness, verbal and listening skills and abilities are required for safety and to communicate effectively. Ability to read detailed written correspondence, identify colors, and conduct visual inspections is required.

Last Revision: 10/9/12



Approved by Administrator

10/9/12

Date