

CHELAN-DOUGLAS HEALTH DISTRICT

POSITION DESCRIPTION – EHS II Recruitment April 2017

NAME:

Employee #:

TITLE: Environmental Health Specialist II

DEPARTMENT: Environmental Health, Food Service Program

SUPERVISOR: EH Director / Associate Administrator

SALARY: Line N of wage scale (40 hours/week). Exempt Non-Exempt

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

GENERAL DESCRIPTION: Conduct public health inspections of permanent and temporary food service establishments. Review applications for new permanent or temporary food service establishments.

TYPICAL WORK:

Food Program:

- I. General:
 - A. Report health code violations to FSE owner/operators via WA state inspection forms and by correspondence when necessary.
 - B. Consult with the owner/operator regarding ways to improve conditions and avoid future problems.
 - C. Independently interpret and apply regulations and policies to specific situations. Consult with Program Coordinator or EH Director as needed.
 - D. Represent the District at the program level to the public and other agencies.
 - E. Provide technical assistance and complaint response.
 - F. Accurately apply program policies and procedures to insure consistent regulatory outcomes
 - G. Apply knowledge of bacteria, viruses, parasites and toxins to investigate reports of illness. Interview individuals to determine incubation times, symptoms, and histories. Coordinate efforts with state epidemiologists and the District communicable disease section.
 - H. Respond to emergency situations and immediate health hazards by giving assistance with the development of press releases, technical assistance, and facilitating recalls
 - I. Maintain the data base information on permitted establishments for budgeting, billings, and reports on inspection frequency, violations and

- compliance. Use the data base to schedule inspections according to goals and enforcement schedules.
- J. Review and make recommendations on requests for variances from the regulations.
- II. Food Service Establishments
- A. Review plans for new construction, remodeling and operation of food service establishments. Correspond and coordinate with other agencies such as local building and planning departments.
- B. Verify compliance of on-site septic systems and non-community water systems serving food service establishments. Coordinate with local and state departments to assure compliance with state regulations.
- C. Perform routine case work such as inspection, permitting and regulation enforcement in permanent food service establishments.
- D. Perform routine casework and event coordination for temporary food service establishments. Verify approved sources of food and safe food handling practices. Review adequacy of water, wastewater disposal, electricity, restroom facilities, etc. for temporary food events. Coordinate with event sponsor and provide technical assistance to the participants.
- E. May develop and conduct education sessions with food operators, food service workers or the general public on food safety issues and compliance with state regulations.

Shares responsibility for conducting afterhours inspections of temporary food service vendors

Other duties as assigned.

SPECIFIC KNOWLEDGE AND ABILITIES:

- Knowledge of food safety science and technology.
- Knowledge of applicable environmental health laws and regulations.
- Ability to independently manage work assignments to insure timely work-products.
- Ability to accurately communicate regulatory requirements to the general public and industry professionals.
- Ability to follow District policies and procedures to insure consistent regulatory outcomes.
- Ability to use standard PC applications and other technology as applicable.

MINIMUM QUALIFICATIONS:

- Bachelor of Science Degree in Environmental Health or other related field
- Current R.S/R.E.H.S. license
- Current Washington State Driver's license

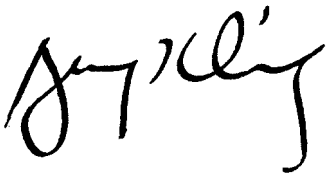
Chelan-Douglas Health District is an Equal Opportunity Employer

DESIRED QUALIFICATIONS:

- 3 years previous EHS experience with food service programs.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Work activities occur both indoors and outside.
Desk work involves repetitive manipulation of office equipment including PCs.
Drives cars, vans, pick-ups in all seasons, 100-200 miles per day.
Works outdoors in all seasons and occasionally during evenings and weekends



Approved by Administrator

4/13/17

Date