

LINN COUNTY CLASSIFICATION

TITLE: ENVIRONMENTAL HEALTH SPECIALIST 3

NUMBER: 703

APPROVAL ORDER NUMBER 2016-092

PAY RANGE: 18

DATE: April 20, 2016

CATEGORY: SEIU

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: The Environmental Health Specialist 3 level practitioner is a registered Environmental Health Specialist or registered Wastewater Specialist who is the lead program staff in one or more Environmental Health program areas. As a lead program staff, the Environmental Health Specialist 3 will assist in the interpretation and administration of statutes, rules and ordinances relating to public health, safety and environmental quality; perform advanced, specialized technical work and provide technical program expertise and liaison services to other departments, agencies, programs, organizations and the public.

SUPERVISION RECEIVED: Works under the direction of the Environmental Health Program Manager who assigns and reviews work for effectiveness and for adherence to laws and departmental procedures and policies.

SUPERVISION EXERCISED: Exercises working supervision over a small number of Environmental Health staff; assists in the recruitment/hiring process and provides input on performance evaluations of staff.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. License and inspect restaurants, commissaries, vending machines, mobile food units, temporary restaurants, tourist facilities including traveler's accommodations, recreational parks and organized camps and public swimming pools and spas to assure compliance with laws and rules. Inspect hospitals, nursing homes, group care homes, homes for the aged, day-care centers and schools for compliance with public health laws relating to disease control, food safety, drinking water supplies, wastewater disposal, solid waste and recycling practices, vector control and general sanitation and safety; and, respond to public complaints and inquiries. Provide education and consultation for operators of regulated facilities.
2. Evaluate soils to determine suitability for standard or alternative on-site wastewater treatment and disposal systems to serve new or existing development; design systems, issue construction permits and inspect completed systems. Document violations and initiate enforcement action to assure compliance with public health and environmental quality statutes, rules and code. Create permanent records of actions taken, document system installations, provide public information and maintain and update files and records.
3. Investigate reports of communicable disease cases related to food, water, wastewater and other environmental causes; implement necessary corrective/preventive measures; prepare necessary reports. Coordinate program's investigation and follow-up of rabies quarantine and testing. Assist Public Health nurses with investigation and control of communicable disease outbreaks.
4. Monitor, inspect and sample drinking water supplies for proper construction and water quality.

Assure compliance of public drinking water systems and water system operators with federal and state safe drinking water laws and standards.

5. Respond to complaints regarding wastewater treatment disposal and solid waste disposal, food safety, drinking water supplies and other hazardous conditions and enforce related public health laws. Investigate and resolve citizen complaints regarding hazardous environmental conditions.
6. Coordinate daily program activities of Environmental Health personnel; assist in the administration of state laws, regulations, statutes and rules that apply to environmental health programs; ensure integration of health objectives across program areas and maintain consistency in regulatory actions; provide program reports and recommendations to program manager.
7. Provide status reports and public records of facilities regulated by the Environmental Health Program such as licensed facilities, onsite wastewater systems and public water systems to public and private institutions and the general public upon request.
8. Consult with individuals, businesses, public and private organizations regarding public health laws and resolution of community health problems. Design, organize, conduct and analyze community health hazard surveys. Coordinate program activities with other Linn County departments and city, state and federal agencies or programs.
9. Develop, promote and maintain effective, harmonious and reasonable work relationships with others.
10. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of the principles and practices of environmental health; considerable knowledge of the laws and administrative rules governing the Environmental Health programs of the State; considerable knowledge of the methods and equipment used by industries and any other phase of the social structure in which the program is concerned; ability to make thorough investigations, compile data and present a clear and concise report; ability to promote awareness of and participation toward correction of public health problems among coworkers, colleagues and the general public; ability to plan, organize and complete work effectively and ability to provide working supervision over subordinate personnel.

EXPERIENCE, EDUCATION AND TRAINING: Bachelor's Degree in Public Health or related field or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Registration as an Environmental Health Specialist or Wastewater Specialist by the State of Oregon. Possession of a valid motor vehicle operator's license and an acceptable driving record. Wastewater Specialist qualifications (Introductory Soil Science – 5 credit hours; Soil Morphology – 3 credit hours; Physical Geology or Geomorphology – 3 credit hours) are required for work in on-site wastewater treatment and disposal program.

PHYSICAL DEMANDS AND WORK ENVIRONMENTAL: Work is performed indoors and out of doors in multiple sites throughout the County. Work involves a significant amount of locomotion including operation of a motor vehicle and movement from the vehicle to the site. Requirements include the ability to see, talk and hear; sit, stand and walk, bend and stoop; use hands to handle or operate objects, tools or controls, including use of a computer keyboard; reach with hands and arms and lift thirty (30) pounds and move fifty (50) pounds. Work will involve walking on uneven, undeveloped terrain and working around extreme temperatures.