

# **LINN COUNTY CLASSIFICATION**

**TITLE: ENVIRONMENTAL HEALTH SPECIALIST 3**

**NUMBER: 704**

**PAY RANGE: 18**

**CATEGORY: MANAGEMENT/EXEMPT**

**APPROVAL ORDER**

**NUMBER: 2007-468**

**DATE: May 30, 2007**

**GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES:** Assists in the administration of statutory rules and ordinances relating to public health, safety and environmental quality; performs professional level Environmental Health Specialist field work. Supervises assigned environmental health staff.

**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 supervision over assigned environmental health staff; gives input as a part of the management team regarding total personnel policies; participates in the selection of new personnel, provides for training, evaluates performance, responds to grievances and recommends personnel actions..

**ESSENTIAL FUNCTIONS:** A person employed in this classification must possess the capability to perform the following duties, relative to their area(s) of specialization, to be considered for 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, hotels, motels, recreational parks, organizational camps, public pools and spas, to assure compliance with laws and rules; prepare necessary reports.
2. Inspect hospitals, nursing homes, group care homes, homes for the aged, day-care centers and schools, upon request, to evaluate food service, water supplies, sewage disposal, solid waste practices, vector control and general sanitation and safety.
3. Investigate disease outbreaks related to food, water, sewage, and other environmental sources; take corrective/preventive action; prepare necessary reports. Direct program's investigation and follow-up of rabies quarantine. Assist with coordination of communicable disease investigations.
4. Evaluate soils to determine suitability for standard or alternative onsite wastewater treatment and disposal systems; design systems; issue construction permits, evaluate operation of systems; assure compliance with public health and environmental quality statutes and rules through personal contact with clients, follow-up, documentation and enforcement as necessary. Create records of actions taken, systems installed, etc. for files; and update existing files as required.
5. Evaluate operation and maintenance of public water systems. Assure compliance with Safe Drinking Water Act. Provide technical assistance to operators of public water systems.

6. Supervise and direct environmental health personnel and program activities; assist in the administration of state laws, regulations, statutes and rules that apply to environmental health programs; review and recommend statute, rule and code changes. Assume responsibility for program operations in the absence of program manager.
7. Direct workflow between different program areas, for example, safe drinking water and on-site wastewater treatment and disposal, to ensure a coordinated approach to problem solving.
8. Provide status reports of water supply and sewage disposal systems to financial lending institutions or the public upon request.
9. Conduct community health hazard surveys. Investigate and resolve citizen complaints regarding hazardous environmental conditions.
10. Consult with individuals, businesses, public and private organizations regarding public health laws and resolution of community health problems. Represent Department before community groups and allied agencies.
11. Coordinate program activities with allied agencies and offices, e.g., Planning and Building Department, Department of Environmental Quality, and Department of Human Services.
12. Develop and maintain effective, harmonious and reasonable work relationships with others.
13. 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.

**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 the correction of public health problems among the general public; ability to plan and organize work effectively; ability to provide direct supervision of subordinate personnel.

**EXPERIENCE, EDUCATION AND TRAINING:** Bachelor's Degree in public health or related field, 5 years of progressively responsible environmental health experience, 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 a Waste Water Specialist by the State of Oregon. Possession of a valid motor vehicle operator's license and an acceptable driving record.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** 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 in and around extreme temperatures.