

## CLASS SPECIFICATION

Yuba County

May 1996

---

**CLASS TITLE:** Environmental Health Technician

**FLSA STATUS:** Non-exempt

---

**JOB SUMMARY:**

Provides technical support and performs inspections, plan review, permit issuance, data base management and related duties to assist in the protection of the public and environmental health of the citizens of the County; performs related work as assigned.

**CLASS CHARACTERISTICS:**

This is a technical support class in the environmental health field, which performs a variety of field and office activities to assist registered environmental health specialists in accomplishing their work in an efficient and cost effective manner. Incumbents in this class deal regularly with the public and are able to learn much of their required specifically technical knowledge on the job. This class is distinguished from the Environmental Health Specialist series in that the latter must obtain an appropriate state registration prior to advancing to the II level.

**EXAMPLES OF DUTIES:**

**Essential:**

- Issues permits for the construction, repair or modification of water systems, water wells and septic systems; conducts construction, final and destruction inspections for such facilities; disseminates information to the public regarding permit requirements.
- Investigates complaints of failing septic systems and complaints of illegal waste control; attempts to gain voluntary compliance through personal contact and written notice; prepares reports for and assists others in enforcing legal compliance.
- Reviews maps and plans for the construction or destruction of water and monitoring wells; inspects wells during destruction and gives final approval after completion.
- Reviews designs for and inspects water and septic systems and wells; visually checks for conformance to codes and regulations; takes samples for analysis, communicates results to property owners and explains disinfecting procedures.
- Reviews building department requests for clearance of building permits where on-site wastewater disposal is a concern; obtains additional data as required and issues clearances.
- Responds to complaints to the public regarding solid waste, debris, sanitary problems and related issues; makes on-sites visits to validate the nature of the complaint; assists in the follow-up and with enforcement activities as required.
- Learns and observes soil profiles to determine type of septic systems appropriate for soil conditions.
- Provides environmental health assistance to animal control when requested; investigates dog bites; inspects kennels, investigates complaints and issues permits.
- Confers with and provides information to land- and business owners, developers, residents, contractors and the public regarding water, wastewater and related systems.
- Provides information to the public regarding various health programs such as food inspection, vector control, public water supplies, pesticide illnesses and others.

- Utilizes computer applications related to the work; inputs information into and maintains and variety of applicable data bases.
- Prepares a variety of written materials, including correspondence, reports and educational materials.
- Maintains accurate records and files.

**Important:**

- Uses standard office equipment, including a computer, in the course of the work; uses sampling and testing equipment of the profession.
- Drives a motor vehicle in the course of the work.
- May perform a variety of office support work related to the function, such as opening and processing mail, ordering supplies, answering the telephone and office filing.

**QUALIFICATIONS:**

**Knowledge of:**

Basic principles and practices of public and environmental health.  
Basic principles and practices of sampling various water, wastewater, soils and other substances.  
Computer applications related to the work.  
Record keeping and report preparation practices and techniques.  
Standard office practices and procedures, including filing and the operation of standard office equipment.  
Correct business English, including spelling, grammar and punctuation.  
Techniques for dealing with the public, in person and over the telephone.  
Plan review and permit issuance processes in areas of assignment.

**Skill in:**

Making routine and thorough inspections and investigations.  
Analyzing the results of inspections and developing basic mitigation and/or enforcement strategies.  
Interpreting, applying and explaining applicable laws, codes and regulations.  
Working without close supervision in standard work situations.  
Developing and maintaining accurate data bases.  
Reviewing plans and design specifications for compliance with environmental standards.  
Using initiative and independent judgment within established procedural guidelines.  
Organizing own work, setting priorities and meeting critical deadlines.  
Maintaining accurate records and files.  
Preparing clear, accurate and effective reports, correspondence and other written materials.  
Representing the County in meetings with groups and individuals.  
Establishing and maintaining an effective working relationship with those contacted in the course of the work.

**Physical Demands:**

- Mobility to work in a typical office setting, use standard office equipment and to drive a motor vehicle in order to reach inspection sites and attend meetings.
- Strength and stamina to inspect various residential, commercial or industrial properties or other facilities.
- Vision to read printed materials and a computer screen for prolonged periods of time.
- Hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Licensing and Certification:**

- Possess a valid California Class C driver's license.

**Background:** Any combination of education and experience which provides the required knowledge and skills is acceptable; a typical way of gaining the knowledge and skills is outlined below.

Equivalent to completion of two years of college or possession of an Associate of Science degree with major course work in environmental health, chemistry, biological science, engineering or construction technology or a related field and two years of experience in a environmental health or other technical field which has provided the required knowledge and skills.

**This class specification lists the major duties and requirements of the job. Incumbent(s) may be expected to perform job-related duties other than those contained in this document.**