

## CLASS SPECIFICATION

Yuba County

January 2007

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**CLASS TITLE:** Environmental Health Specialist I/II

**FLSA STATUS:** Non-exempt

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### **JOB SUMMARY:**

Performs professional inspection and enforcement of state and local codes and regulations to protect the public and environmental health of the citizens of the County; performs related work as assigned.

### **CLASS CHARACTERISTICS:**

Environmental Health Specialist I is the entry level class in this professional/registered series. Initially under close supervision, incumbents perform the more routine public and environmental health inspection duties while learning County and departmental policies and procedures and becoming familiar with departmental systems and practices. As experience is gained, duties become more diversified and are performed under more general supervision. This class is alternately staffed with Environmental Health Specialist II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications for the higher level class.

Environmental Health Specialist II is the experienced level in this series, fully competent to perform the full range of professional duties. Successful performance of the work requires a thorough knowledge of environmental health laws, ordinances and procedures and the ability to exercise sound independent judgment within established guidelines. Responsibilities include inspection, enforcement, mitigation and educational activities. This class is distinguished from Senior Environmental Health Specialist in that the latter has programmatic responsibility in addition to performing the full range of Environmental Health Specialist activities.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Inspects restaurants, food stores food manufacturing and storage facilities and food vending machines for appropriate refrigeration temperature, signs of pest infestation, cleanliness and proper food protection; reviews and instructs employees on proper hygiene and food handling techniques.
- 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 water quality test results for small public agency water systems; ensures that purveyors are aware of the California Safe Drinking Water Act and that they are complying with the act; performs enforcement activities as required.
- Conducts inspections of solid waste, medical waste and wastewater control sites and facilities on a periodic basis; conducts soil sampling and testing for purposes of measuring toxic or waste intrusion and for suitability for water well, septic tank or hazardous materials storage.
- Inspects multiple- and single-unit dwellings, mobile home parks, schools, day-care centers, organized camps, swimming pools, family care centers and public buildings for conformance with public health codes; issues citations as required and provides information for mitigation or improvement.
- Responds to complaints to the public regarding garbage, debris, sanitary problems and related issues; makes on-sites visits to validate the nature of the complaint; follows-up with enforcement activities as required.
- Issues permits for the construction of water systems, water wells and septic systems; conducts final inspections for such facilities; instructs landowners regarding the destruction of such facilities.
- Confers with and provides information to land and business owners, developers, residents, contractors and the public; may make presentations to groups.
- Testifies in Court and at hearings, as required.
- Develops and utilizes computer applications related to the work.

- Prepares a variety of written materials, including notices and citations, correspondence, reports and educational materials.
- Maintains accurate records and files related to area(s) of assignment; sets up computer data bases and spread sheets using standard personal computer software; instructs staff in the use of such applications.

**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.

**QUALIFICATIONS:**

**Knowledge of:**

Environmental Health Specialist I

Principles and practices of public and environmental health.  
Principles and practices of sampling and testing of various water, wastewater, soils and other samples.  
Computer applications related to the work.  
Record keeping and report preparation practices and techniques.  
Correct business English, including spelling, grammar and punctuation.  
Techniques for dealing with the public, in person and over the telephone.

Environmental Health Specialist II - In addition to the above:

Principles and practices of environmental sanitation, including water supply protection, sewage and refuse disposal, and recreational, commercial, industrial and residential sanitation.  
Principles and practices of safe food production, handling, processing and storage.  
Applicable laws, codes and regulations.  
Enforcement and educational techniques related to the work.  
Plan review and system design in areas of assignment.

**Skill in:**

Environmental Health Specialist I

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.  
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.

Environmental Health Specialist II - In addition to the above:

Interpreting, explaining and applying complex requirements, rules and regulations.  
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.

**Ability/Physical Requirements:**

- 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.

**Working Conditions:**

- May be required to work extended hours or be called-back in emergency situations.
- Typical office environment with fieldwork at inspection sites such as new construction where ground may be uneven or unpaved.

**Licensing and Certification:**

- Possess a valid California Class C driver's license.
- Possess California Registration as an Environmental Health Specialist before progression to the II level.
- Maintain professional development and continuing education activities for valid certification as required by the position.

**Background:** The minimum and preferred requirements for this position are listed below:

**Environmental Health Specialist I**

**Minimum:** Bachelor's degree plus letter of approval from the California State Department of Health Services to enter the Environmental Health Specialist training program.

**Preferred:** In addition to the minimum qualifications for Environmental Health Specialist I, some demonstrated experience in the environmental health field in a paid, intern, or volunteer capacity.

**Environmental Health Specialist II**

**Minimum:** Bachelor's degree plus California registration as an Environmental Health Specialist.

**Preferred:** In addition to the minimum qualifications for Environmental Health Specialist II, two or more years of professional level environmental health experience at a level equivalent to the County's class of Environmental Health Specialist I.

**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.**