

ENVIRONMENTAL HEALTH SPECIALIST III

DEFINITION

Under general direction, to conduct sanitary inspections and investigations in the enforcement of Federal, State, County, and local environmental health, safety, and hazardous materials laws, rules, regulations, and standards; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level and lead class in the Environmental Specialist class series. Incumbents in this class are Registered Environmental Health Specialists and conduct investigations in a broad range of Environmental Health areas on an independent basis. Incumbents in this class are expected to serve in a stand-by capacity for dealing with hazardous materials emergencies.

REPORTS TO

Public Health Officer, or designee

CLASSIFICATIONS SUPERVISED

This is a lead position and may supervise technical and support staff

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

- Conducts inspections to secure compliance with Federal, State and local sanitation laws and regulations governing food handling establishments, sewage disposal systems, substandard housing, land use, swimming pools, recreational health facilities, water supply systems, solid waste management, public nuisances, toxic/hazardous waste materials, zoning, underground storage tanks, and other areas;
- Recommends changes and provides instruction for deficiency and violation corrections; advises food handlers and restaurant operators on correct sanitation methods;
- Conducts special investigations in response to public complaints;
- Conducts investigation of animal bites and establishes animal quarantine;
- Conducts sanitation surveys and confers with local officials on sanitation problems; conducts investigations of insect nuisances or infestations;
- Works with solid waste issues and problems, including illegal garbage dumping;
- Makes inspections of public and private recreational facilities and swimming pools;
- Makes housing inspections to determine health and safety compliance with appropriate laws and standards;
- Inspects facilities to minimize future health threats;
- Takes water, sewage, soil, and waste samples, interpreting data; interprets environmental health laws and regulations for the public;
- Reviews plans for new subdivisions, conducting on-site inspections to ensure suitable water and sewage facilities;

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EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (continued)

- Reviews and recommends changes in building plans to comply with Environmental Health regulations and standards;
- Conducts on-site evaluations of sewage disposal systems;
- Participates in the development of policies, procedures, regulations and ordinances related to an area of specialization;
- Investigates complaints and evaluates effectiveness of program operations;
- Determines problem areas, collects and analyzes data and recommends systemic solutions.
- Serves as subject matter resource to other professional staff providing specialized knowledge and recommending solutions to complex problems that are consistent with program goals;
- May review and comment on impact of proposed ordinances, legislation and regulations.
- Provides technical program information and policy interpretations for the public business and professional representative and other agency staff;
- Represents the department on program matters at meetings, commissions, committees, boards and public hearings.
- Coordinates inspections, special studies and permit reviews with pertinent staff and officials from separate jurisdictions, districts, state and federal agencies.
- Prepares written reports, memoranda and correspondence;
- As directed, drafts and finalizes specialty program manuals, grant applications, procedures, and forms.
- Prepares and presents in-service and public education programs for business and civic groups, professional staff and civic officials.
- As directed, may assign, review and coordinate the work of Specialist level staff including monitoring timely completion of workload, answering technical and procedural questions, reviewing work methods and products, and training employees.
- Other duties as assigned

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; crawl through various areas on hands and knees; stand, walk or crouch on narrow and slippery surfaces; climb ladders, stairs, and scaffolding; ability to lift and move objects weighing up to 25 lbs; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX; use of combustible gas meter, chlorine and PH spectrophotometer, and other applicable environmental monitoring and sampling devices.

TYPICAL WORKING CONDITIONS

Work is usually performed in office, outdoor, and driving environments; some work is performed in varying temperatures and humidity; exposure to high levels of noise; some exposure to dust; exposure to hazardous waste and materials; continuous contact with other staff and the public.

MINIMUM QUALIFICATIONS

Knowledge of:

Policies and procedures of the Environmental Health Unit and the Public Health Department. Laws, rules, regulations, requirements and procedures governing environmental health

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MINIMUM QUALIFICATIONS (continued)

inspection and enforcement.

Chemical, biological, physical, and environmental sciences.

Principles and practices of environmental health, including inspection, review, compliance, and consultation methods and practices.

Functions and operations of State and Federal environmental health agencies.

Sampling techniques and standards.

Computers and software used in environmental inspections and investigations.

Ability to:

Perform a variety of environmental health and hazardous waste investigations, inspections, and enforcement.

Collect, analyze, and interpret environmental data, reaching valid conclusions.

Read and interpret and apply policies, regulations, and procedures regarding environmental health inspections and compliance.

Prepare a variety of technical reports.

Perform research and analytical work.

Operate a variety of office and technical equipment and computers in the performance of environmental health inspections and investigations.

Provide instruction, guidance, and consultation on environmental problems.

Effectively represent the Environmental Health Unit of the Public Health Department in contacts with the public, other County staff, and other government agencies.

Establish and maintain cooperative working relationships.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Three years of experience performing a variety of environmental investigations and inspections.

AND

Education equivalent to graduation from a four year college or university with a major in biology, chemistry, physics, environmental science, or a closely related field.

Special Requirements:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

Possession of a valid Environmental Health registration issued by the State Department of Health Services.

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