

ENVIRONMENTAL HEALTH SPECIALIST III

Class Code: 563

Range: E/26

Definition: Under general direction, to perform a full range of duties involved in the inspection of private and public facilities to ensure compliance with public health regulations; maintain consistent and fair inspection services for all facilities; and provide effective education and training to the public.

Distinguishing Features: The Environmental Health Specialist III represents mastery level in the class series. Incumbents at this level are distinguished from other Environmental Health Specialist positions by providing quality assurance, training, and general oversight of activities performed by other Environmental Health Specialists in the incumbent's program of specialization. In addition, employees exercise extensive technical and functional supervision over co-workers in the employees' program of specialization. Employees receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Work is reviewed only at completion or for overall results.

Examples of Important and Essential Duties:

The following duties represent the principal job duties, however, they are not all-inclusive. Other duties may be required and assigned:

- Provide instruction, continual training for new and existing staff, and technical and functional supervision of co-workers.
- Provide quality assurance and quality control for program inspectors and trainees, review inspection reports to ensure they meet applicable program standards.
- Ensure that rule and policy changes or interpretations are smoothly implemented and that inspection procedures in the field are modified as needed.
- Conduct inspections, investigations and enforcement actions related to environmental health regulations, laws and programs including communicable and non-communicable diseases, animal control, drinking water safety, sewage disposal, air quality, etc.
- Participate in planning, training and exercises and developing reports on bioterrorism, large outbreaks and other terrorism preparedness.
- Inspect and investigate a variety of establishments, including permanent and temporary restaurants, mobile units, commissaries, warehouses, public swimming pools and spas, RV parks, camps, public water supplies, sewage systems, schools, day cares, group-use facilities, travelers accommodations, etc., for compliance with regulatory and/or state construction standards.
- Work with a community team from other disciplines in developing regional plans and response system.
- Assist with organizing and coordinating training sessions for other environmental health professionals and facility operators; research material for the development of public information.

- Investigate complaints and violations regarding a variety of environmental health hazards.
- Collect samples of water, food, sewage, etc., for laboratory analysis.
- Evaluate and/or design private water and sewage disposal systems for parties involved in real estate transactions; issue various related permits.
- Evaluate animal bites and recommend animal disposition and human treatment as appropriate.
- Respond to emergencies when expertise is needed concerning toxic spills, radiation accidents, forest fires and natural disasters; may act as a member of the Emergency Management Team.
- Assist in promoting public understanding of environmental health through consultative services, environmental education classes for businesses and the general public and preparation and distribution of informative publications.
- Prepare accurate and complete records of inspection and test results; prepare various reports, recommendations and diagrams; collect, evaluate and use data for implementing programs.
- Conduct special studies, prepare reports, provide statistical analysis of findings based on data collected from special projects.
- Interact and communicate with physicians, attorneys, business and property owners, engineers, contractors, food service workers, school personnel, news media, government officials and agencies, etc. in the course of daily activities.
- Operate a computer and various specialized equipment and instruments, including diagnostic and measuring devices.
- Attend workshops and training programs to stay abreast of new trends and innovations in the field of environmental health.

Auxiliary Duties:

The following duties represent duties that are generally performed by this position, but are not considered the principal job duties:

- Answer the telephone; respond promptly to public inquiries and requests for assistance; make referrals to other county departments and community agencies as appropriate.
- May conduct floodplain reviews of proposed development; reviews and interprets easements.
- Provide court testimony on sanitation issues as necessary.
- Perform related duties as assigned.

Qualifications:

Minimum Qualifications: Registration as an Oregon Registered Environmental Health Specialist and five years of progressively responsible environmental health experience, with at least two years of work in the specific program that is being recruited for.

Knowledge, Skills and Abilities: Position requires demonstrated ability to train others and provide technical and functional supervision. Knowledge of modern methods, principles, techniques and practices of environmental health and sanitation, and diseases associated with poor sanitary conditions; knowledge of landscape development, geology and soil science as they are related to environmental health practices; operations and

services of an environmental health program; laws and regulations governing the sanitation programs of the state; modern office and record-keeping procedures and practices. Position requires ability to effectively investigate and report on compliance with standards, laws and regulations; work with public agencies, private corporations and the general public in the inspection and control of sanitary and environmental standards; assess and develop protective strategies in public health preparedness; provide effective team leadership and supervision as required; compile, edit and report data associated with sanitation and disease control; promote awareness of environmental health and safety standards; interpret laws and regulations and apply them in the field; understand and use college mathematics to make algebraic and geometric calculations and measurements and to compile and analyze statistical data; learn to operate testing equipment and instruments, as well as a computer and other office machinery; understand and carry out oral and written directions; read and understand technical journals and reports, regulations and laws, maps, equipment manuals, technical diagrams, etc.; communicate effectively, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work; perform duties professionally in emergency, dangerous or volatile situations; exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.

Special Requirements: *Performance of the essential duties of this position includes the following physical demands and/or working conditions:*

Requires the ability to perform moderately heavy physical tasks including walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy items. Tasks require minimal dexterity in the use of fingers, limbs and body in the operation of office equipment. Requires the ability to operate vehicles and tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations. Tasks require frequent exposure to extreme heat/cold or extreme weather conditions, strong odors and/or smoke, dust, pollen, strong and/or toxic materials, illness and/or sewage. Tasks require color, odor, depth and visual perception and discrimination, as well as oral communications ability.

License or Certificate:

Requires Registration as an Oregon Registered Environmental Health Specialist and possession of a valid, appropriate Oregon driver's license with a good driving record.