

SENIOR ENVIRONMENTAL HEALTH SPECIALIST

DEFINITION

Under general direction, to provide administrative support for the Director of Environmental Health; to perform the most complex sanitary inspections and investigations in the enforcement of Federal, State, County, and local environmental health, safety, and hazardous materials laws, rules, regulations, and standards; to serve as a specialist in a designated area of environmental health investigation and enforcement such as hazardous materials regulation; to provide training for other staff; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Environmental Health Specialist class series. Incumbents in this class are registered Environmental Health Specialists and conduct investigations in the full range of Environmental Health areas, as well as performing the most complex assignments. They may serve as the Department specialist in a designated area of environmental health enforcement such as hazardous materials regulation; provide administrative support for the Director of Environmental Health; provide training for other staff; or be outstationed with responsibility for a specific area of the County.

REPORTS TO

Director of Environmental Health

CLASSIFICATIONS DIRECTLY SUPERVISED

May provides training and lead direction for other staff, as necessary.

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EXAMPLES OF DUTIES

Provides administrative support for the Director of Environmental Health, assisting the Director with the coordination of Department programs; performs the most complex investigations as needed; 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, 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 deficiencies and violations corrections; advises food handlers and restaurant operators on correct methods of sanitation protection; conducts investigations of complaints such as public/private sanitation-related nuisances; conducts sanitation surveys of communities 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 and interprets data; interprets environmental health laws and regulations for the public; reviews plans for new subdivisions and recommends suitable water and sewage installations; reviews and recommends changes in building plan to comply with Environmental Health regulations and standards; conducts on-site evaluations of sewage disposal systems; conducts studies and evaluates information regarding hazardous materials storage, treatment, disposal, reduction, and reuse; completes reports of findings; initiates legal actions resulting from non-compliance by issuing a notice to appear in court, filing a criminal complaint, or scheduling an administrative hearing; works with various environmental health committees; assists with the development of operating rules and ordinances; makes abatement recommendations and instructs communities in control methods for waste issues; issues permits for wells, food handling establishments, septic systems, and hazardous and medical waste facilities; participates in and conducts training of new staff in the environmental programs; may be responsible for an assigned area of the County on an outstationed basis; prepares and administers grants; may serve as Department specialist in a designated area of environmental health enforcement such as hazardous materials regulation; prepares and submits complex studies and reports mandated by State agencies; may conduct educational meetings with the public as needed; testifies in court as expert witness.

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; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

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TYPICAL WORKING CONDITIONS

Work is usually performed in both an indoor and outdoor environment; some work is performed in varying temperature and humidity; exposure to high levels of noise; some exposure to dust; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Policies and procedures of the Environmental Health Department.
- Laws, rules, regulations, requirements, and procedures governing environmental health, sanitation, and hazardous wastes.
- Chemical, biological, physical, and environmental sciences
- Principles and practices of environmental health and hazardous waste inspection, review, compliance, and consultation.
- Sampling techniques and standards.
- Grant administration.
- Functions and operations of State and Federal agencies involved with environmental health.
- Computerized Environmental Health database and information systems.
- Principles of training and work coordination.

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Ability to:

- Perform the full scope of environmental health and hazardous waste investigations and inspections with minimal guidance and supervision, as well as the most complex assignments.
- Perform special assignments and/or administrative support for the Director of Environmental Health.
- Provide training and work coordination for other staff.
- 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.
- Provide instruction, guidance, and consultation in correction of environmental problems.
- Perform research and analytical work.
- Operate a variety of office equipment and computers in the performance of environmental health inspections and investigations.
- Effectively represent the Environmental Health Department in contacts with the public, and other agencies.
- Establish and maintain effective 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:

Two (2) years of experience performing a variety of environmental investigations and inspections equivalent to Environmental Health Specialist II with Plumas County.

Equivalent to graduation from a four (4) year college or university with a major in biology, chemistry, physics, environmental science, or a closely related field.

Special Requirements: Possession of valid Environmental Health registration issued by the State Department of Health Services.

Possession of a valid California Driver's License issued by the Department of Motor Vehicles.

Some positions may require special training and/or certification as necessary for the area of assignment.