

ENVIRONMENTAL HEALTH AIDE

DEFINTION

Under supervision to perform a variety of technical office and field activities in support of various environmental health programs including underground storage tank management, hazardous materials control, land use, water supply, liquid waste disposal, solid waste disposal, recreational health safety; and other related work as required.

EXAMPLES OF DUTIES

Performs routine water supply program inspections such as sanitary seal inspections and well locations; routine liquid waste disposal program inspections such as construction and location inspections; complaint investigations and inspections for general environmental health programs; supports and assists registered environmental health staff in implementation of environmental health programs as needed and to complete special environmental health projects and investigations; recommends corrective action on health code violations or deficiencies; answers general questions and provides information to the public concerning environmental health activities; establishes and maintains department data base information.

DISTINGUISHING CHARACTERISTICS

This is an entry level position and support for the Environmental Health Specialist classifications.

REPORTS TO

Director of Environmental Health, Senior Environmental Health Specialist.

CLASSIFICATIONS DIRECTLY SUPERVISED

None

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; crawl through various areas on hand 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 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:

- Methods and procedures of record keeping.
- Methods and procedures in contaminant control and removal.
- Methods and procedures of environmental compliance.
- English usage, spelling, grammar and punctuation.
- Basic mathematical principles.
- Basic principles of environmental health.
- Pertinent Federal, State and local laws, codes and regulations.
- Modern office procedures and methods.
- Use of computers and software.

Ability to:

- Perform technical sanitation and environmental inspection work with a minimum of supervision.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Investigate and evaluate environmental health complaints.
- Use, care for and test mechanical instruments and tools.
- Interpret maps, charts, diagrams and drawings.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the public.
- Communicate clearly and concisely, both orally and in writing.
- Maintain accurate records.

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

Equivalent to completion of high school. Supplemental college level courses in chemistry, microbiology, mathematics or other general sciences is desired.

One year of environmental health program experience is highly desirable.

Special Requirements: Possession of an appropriate California Driver's License issued by the California Department of Motor Vehicles.