

**Classification Title: Environmental Health Specialist**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:** Protects the public's health by inspecting, collecting samples, monitoring and enforcing standards and regulations regarding any of the following program areas: groundwater supplies, septic systems, food service, lodging, plan review, institutional and recreational facilities or dependent care.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	M	Responds to applications for new permits and services. Inspects sites, collects samples and determines suitability for application approval. Conducts plan review.
2	M	Conducts final inspections and issues permits.
3	L	Coordinates special programs, such as lead poisoning prevention, in order to reduce contamination and ensure regulatory compliance.
4	L	Investigates complaints and illnesses reported by the public. Determines causes, issues citations if necessary, and performs follow up visits to establishments. Evaluates licensed facilities.
5	L	Develops and presents educational information to individuals and organizations.
6	L	Initiate legal action and prepare supporting documents.

**CLASSIFICATION REQUIREMENTS:**

CLASSIFICATION REQUIREMENTS	
Education	Bachelor's degree with a minimum of 30 semester hours in physical or biological science.
Experience	None
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	A valid driver's license and a "safe" driving record required. Certifications may be mandated for specific areas such as Registered Sanitarian, specific Inspection Authorization, Certified Pool Operator, etc.

CLASSIFICATION REQUIREMENTS	
Reading	Advanced
Math	Advanced
Writing	Advanced
Managerial	Receives Limited Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Interpersonal / Human Relations Skills	Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is broad reaching and dynamic and may include the communication of specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answers questions with regard to presentation materials and findings.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Communications equipment, cameras, collection materials for samples, fax machines, computers, printers and related software

PRIMARY WORK LOCATION	
Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
X Outdoors (see 1 below)	Other (see 2 below)

- (1) On site outdoors in a variety of locations.
- (2) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

Hard hats, personal protective and safety equipment as required, depending on inspection site