

Classification Title: Environmental Health Program Specialist

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Administers a variety of environmental control programs for the Water Quality and Environmental Health and Safety Divisions. Investigates complaints, ensures compliance and provides information and guidance.

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	L	Inspects mobile home parks and migrant labor camps regarding the integrity of water supplies, wastewater disposal, vector and rodent control, Documents findings and re-inspects as warranted.
2	L	Coordinates activities with appropriate zoning jurisdictions and monitors compliance and requests.
3	L	Responds to requests, information and complaints regarding vector and rodent problems. Determines actions to be taken and communicates with homeowners or residents. Provide onsite wastewater inspections, conduct sampling and provides technical assistance.
4	S	Provides information and guidance to questions or issues related to both indoor air and ambient air. Communicates facts to residents and provides education, presentations and seminars on a variety of environmental issues.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor's degree with a minimum of 30 semester hours in physical or biological science.
Experience	Two years experience in environmental health.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	Valid driver's license, (certification dependent on specific job), Registered Sanitarian, Specific inspection authorization, Certified Pool Operator, OSHA training, HAZMAT training, Radiation training,

CLASSIFICATION REQUIREMENTS	
Reading	Advanced
Math	Advanced
Writing	Advanced
Managerial	Receives Limited Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed and includes overseeing work quality, training, instructing, and scheduling work.
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	Medium	X	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:

Soil sample equipment, mosquito traps, microscopes, septic tank system inspection equipment, 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:

None.