

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	ENVIRONMENTAL HEALTH TECHNICIAN
DEPARTMENT:	PUBLIC HEALTH
REPORTS TO:	ENVIRONMENTAL HEALTH SUPERVISOR

CLASS CODE: 4037
FLSA STATUS: N
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Performs a variety of technical functions to assure compliance with hazardous materials laws and regulations, including: inspecting facilities; reviewing plans and blueprints for new construction for underground storage tanks; reviewing applications; and issuing permits.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Conducts compliance inspections of businesses that use and/or dispose of hazardous materials/waste, including solid waste facilities.

Reviews blueprints and plans for new construction of underground storage tank facilities and issues permits.

Reviews applications, issues permits and conducts field inspections related to soil boring projects and monitors well sites to assure proper construction and destruction practices.

Reviews hazardous materials business plans for completeness and compliance with applicable laws and regulations.

Meets with contractors, business representatives, the general public, etc., to explain applicable laws, regulations and fees, and assist in completing business plans.

Maintains and calibrates equipment and meters, including: scheduling maintenance; and taking inventory of supplies and equipment.

Reviews lab reports from soil and water samples and determines appropriate action.

Collects evidence at potential environmental crime scenes, reviews analytical lab reports to determine if investigation is needed and forwards information to law enforcement officials.

Responds to complaints regarding improper disposal of solid waste.

Updates and maintains computer database information and related documents, records and files.

Maintains and upgrades knowledge, skills, and development by attending seminars, meetings and training programs and reading trade and professional journals and publications.

Prepares complex, routine and non-routine reports as requested utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; and relays and interprets administrative decisions, policies and instructions.

Reports administrative and/or operational problems to supervisor.

Disseminates a variety of information and/or reports to various agencies, divisions, or departments via telephone, mail, email or fax.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal
Combustible Gas Indicator
General Office Equipment

Hooks
Pry Bars

Wrenches
Screwdrivers

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate=s degree or equivalent from a two-year college or technical school in Natural Science or related; and,

One to two years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Driver=s License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Applicable state, federal and local ordinances, codes, laws, rules and regulations and legislative issues.

Basic principles of physical, biological and social science as related to public health and environmental quality control.

Methods and techniques of inspecting and making investigations of hazardous material handlers, facilities and criminal violations.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Internal departmental policies and procedures.

External governmental bodies and agencies related to area of assignment.

All computer applications and hardware related to performance of the essential functions of the job.

Standard business arithmetic, including percentages and decimals.

Record keeping, report preparation, filing methods and records management techniques.

General office procedures, policies and practices, as well as knowledge of computer/VDT and other general office equipment.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Using a VDT to accurately and rapidly enter and retrieve data and information.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Operating and routine maintenance of general office machines such as copiers, facsimile machines, telephone systems, and two-way radio base stations.

Mental and Physical Abilities:

Ability to compile and evaluate data and make recommendations.

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to establish and maintain effective working relationships with others.

Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.

Ability to deal with problems involving several variables in standardized situations.

While performing the essential functions of this job, the incumbent is regularly required to sit.

While performing the essential functions of this job, the incumbent is regularly required to use hands to finger, handle, or feel objects.

While performing the essential functions of this job, the incumbent is regularly required to reach with hands and arms and speak and hear.

While performing the essential functions of this job, the incumbent is regularly required to ascend and descend ladders, stairs, ramps and the like using feet and legs or hands and arms and to maintain body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery or erratically moving surfaces.

While performing the essential functions of this job, the incumbent is regularly required to use color, sound, texture, odor and shape perception and discrimination.

While performing the essential functions of this job, the incumbent is regularly required to lift and/or move up to 10 to 20 pounds.

While performing the essential functions of this position the employee is regularly exposed to possible injury from moving mechanical parts, electrical shock, explosions, fumes or airborne particles, toxic or caustic chemicals and outdoor atmospheric conditions.

While performing the essential functions of this job, the incumbent is occasionally required to lift and/or move 20 to 50 pounds.

Working Conditions:

Work is performed in a normal office environment and outdoors with exposure to outdoor temperatures, dirt and dust.

The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

file: envheate.4037

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.