

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	ENVIRONMENTAL HEALTH SPECIALIST I
DEPARTMENT:	PUBLIC HEALTH
REPORTS TO:	VARIOUS

CLASS CODE: 4038
FLSA STATUS: N
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Performs a variety of basic technical functions to assure compliance with local, state and federal public health and environmental laws and regulations, including: advising the public regarding related matters; investigating complaints; preparing various reports; inspecting facilities; reviewing plans and applications; and issuing permits. This is the entry level position in the series.

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

Meets with and/or advises the public, contractors, business representatives, etc., concerning public health and environmental issues, including: explaining applicable laws, regulations and fees; responding via letter, telephone and personal inquiry; assisting in completing business plans.

Investigates routine complaints, including: collecting evidence, taking samples of food, soil and water for laboratory analysis; reviewing analytical lab reports to determine if further investigation is needed; preparing reports; making referrals; and forwarding information to law enforcement or legal officials.

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.

Reviews and approves annual underground storage tank operations certificate submissions and other public health and environmental documents, certificates, reports, etc.

Investigates complaints of illegal handling, storage, disposal or release of hazardous materials.

Monitors safety procedures and practices at underground storage tank removal and closures.

Inspects businesses storing or handling hazardous materials and businesses generating or treating hazardous waste.

Reviews applications, issues permits and conducts field inspections related to handling and treatment of hazardous materials; underground storage tanks, well construction, destruction and repair; and other projects under the division=s jurisdiction.

Reviews applications and building plans and conducts construction inspections of new or remodeled food facilities and public pools and spas.

Inspects public food facilities, small public water systems and public pools and spas for compliance with state health laws and regulations; issues written reports identifying violations and compliance requirements.

Reviews quarterly monitoring reports of small public water systems for compliance with state regulations.

Reviews and approves plans for new small public water systems, septic systems, new and remodeled food facilities, and new and remodeled public pools and spas for compliance with state regulations.

Conducts inspections of housing units to locate vermin, vectors, refuse, poor water quality and other health and safety concerns; follows up to assure compliance and/or refer cases to law enforcement agencies or legal entities.

Approves, processes and comments on various coastal permits, making sure coastal projects meet County requirements for water and septic services.

Reviews applications and recommends conditions that must be met; reviews reports that satisfy conditions and notifies senior staff.

Reviews building permits and applications and collects information pertaining to application from other agencies.

Reviews applications, issues permits and conducts inspections of water wells.

With the assistance of senior staff, develops designs for on-site sewage disposal systems in repair situations; reviews mathematical calculations and performs field checks of soil reports and on-site sewage system designs for compliance with state and local laws and regulations; issues permits for construction; inspects construction for compliance with approved design.

Reviews and responds to hydrological reports, assuring compliance with guidelines.

Collects shellfish samples and sends to state lab for detection of paralytic toxins.

Inspects organized camps and special events to ensure compliance with applicable laws and regulations.

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

Conducts routine inspections of solid waste facilities.

Inspects and issues permits for septic tank cleaning and refuse disposal trucks.

Drafts guidelines and procedures for underground storage tank permit compliance per state and federal laws.

Reviews and implements new laws and regulations.

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

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.

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
Soil and Water Sampling Equipment
Digital Thermometers
General Office Equipment
Scum/Sludge Gauge
Combustible Gas Indicator
Various Water Tests Kits

Two Way Radio
Various Hand Tools
Turbidimeter
Gravel Rod
Light Reading Meter
Powder Gun
Vehicle

Tape Measure
PH Meter
Soil Auger
Site Level
Clinometer
Anemometer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree, including 30 semester units of basic sciences, or equivalent from a four-year college in Biology, Environmental Health or related; and Notification from the California Department of Health Services that candidate has met minimum standards as an environmental health specialist trainee; 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.

Microbiology, chemistry, mathematics, statistical analysis, hydraulics, hydrology, science soil morphology and physics.

Vector control measures.

Proper food handling procedures.

Proper design and operation of pumps, piping, valves, filter and other equipment associated with pools and spas.

Nature, generation, use, treatment, storage, disposal, release and clean up of hazardous materials and waste.

Design and operation of fuel delivery stations.

Basic hydraulics.

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 computer 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, etc.

Ability to interpret lab results and prepare clear reports.

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 and reach with hands and arms.

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

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 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 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 occasionally required to lift and/or move 20 to 50 pounds.

Working Conditions:

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.

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: envheas1.4038

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.