

**MENDOCINO COUNTY GOVERNMENT
CLASSIFICATION SPECIFICATION**

CLASS TITLE:	SUPERVISING ENVIRONMENTAL HEALTH SPECIALIST	CLASS CODE:	4107
DEPARTMENT:	HEALTH & HUMAN SERVICES AGENCY	FLSA STATUS:	N
REPORTS TO:	ENVIRONMENTAL HEALTH MANAGER OR EH DIRECTOR	BARGAINING UNIT:	SEIU
CIVIL SERVICE:	YES	DATE:	10/09

JOB SUMMARY:

Under general supervision, supervises, assigns and coordinates the work of staff in the Hazardous Materials Program and performs a variety of complex 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 and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is a supervisory level class in the Environmental Health Specialist series. Positions in this class are allocated to the Hazardous Materials Program within the Environmental Health Division of the Community Health Branch of Health & Human Services Agency. Incumbents serve as first level supervisors over subordinate staff working within the program, and perform the most complex and difficult work. This class is distinguished from the Senior Environmental Health Specialist by the non-supervisory lead worker duties of the latter. This class is distinguished from the Environmental Health Manager by the latter's management responsibility for a unit major within the Division and by its second level supervisory duties.

SUPERVISION EXERCISED:

This class exercises first line supervision over registered and non-registered environmental health staff.

EXAMPLES OF DUTIES: *Duties may include but are not limited to the following:*

- Carry out supervisory responsibility in accordance with policies, procedures and applicable laws including: hiring, training, planning, assigning and directing work, appraising performance including conducting annual evaluations and determining eligibility for merit increases, rewarding and disciplining employees, addressing complaints and resolving problems; control work production and activities, to ensure uniform application of inspection and enforcement procedures and that deadlines are met.
- Investigate reports/complaints of illegal hazardous materials and/or waste releases, including: collecting evidence at potential environmental crime scenes, taking samples of soil and water for laboratory analysis; reviewing analytical lab reports to determine if investigation is needed; preparing reports; issuing notices of violation; making referrals; and forwarding information to law enforcement or legal officials. Issue legal notices or abatement letters for violations of regulations; conduct follow up investigation and inspections. Prepare litigation requests to the District Attorney or County Counsel.
- Respond to hazardous material and hazardous waste releases and discharges. Review applications, issues permits, collect fees and conduct field inspections related to hazardous materials waste treatment, underground storage tanks, well construction, destruction and repair and other projects under the department's jurisdiction. Review hazardous materials business plans for completeness and compliance with applicable laws and regulations.
- Participates on the Redwood Empires Hazardous Incident Team.
- Meet with and/or advise 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.
- Represent the department and County before advisory committee, community groups, etc., regarding various environmental health issues; meets with staff from other departments to coordinate functions. Represent the division with State agencies, including: attending meetings; working with agencies regarding their evaluation of County solid waste and hazardous materials programs.
- Prepare complex, routine and non-routine reports as requested utilizing a variety of software; receive, sort, and summarize material for the preparation of reports; prepare work reports; create forms; and relay and interpret administrative decisions, policies and instructions.
- Review and approve annual underground storage tank operations certificate submissions and other public health and environmental documents, certificates, reports, etc. Monitor safety procedures and practices at underground storage tank removal and closures.
- Oversees grant administration.
- Use a computer to open, review and close work orders, track work assignments, schedule and adjust workload, and generate required reports.

- Maintain and upgrade knowledge, skills, and development by attending seminars, meetings and training programs and reading trade and professional journals and publications.
- Report administrative and/or operational problems to supervisor.
- Perform other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal	Tape Measure	Flashlight
Soil and Water Sampling Equipment	Various Hand Tools	PH Meter
Digital Thermometers	Turbidimeter	Soil Auger
Combustible Gas Indicator	Gravel Rod	Eye Level
Audiovisual Equipment	Light Reading Meter	Scum/Sludge Gauge
Fluorescent Dye and Black Light	Powder Gun	Two Way Radio
Various Water Tests Kits	Engineers Ruler	Anemometer
General Office Equipment	Clinometer	

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelors degree or equivalent from a four-year college or technical school in Environmental Health or related field; and, four years of progressively responsible related experience with at least one year in a lead worker capacity; or, an equivalent combination of education, training and experience which, in conjunction with California registration as Environmental Health Specialist, provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Registered Environmental Health Specialist
Valid Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Administrative principles and practices, including goal setting and implementation.
- Administration of staff and activities, either directly or through subordinate supervision.
- Applicable state, federal and local ordinances, codes, laws, rules and regulations and legislative issues.
- Basic principles of physical, biological, environmental 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, geology, mathematics, statistical analysis, hydraulics, hydrology, science soil morphology and physics.
- Sanitation provisions.
- 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.
- Methods, means and technologies used in education.
- 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 and other general office equipment.

Skill in:

- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Selecting and motivating staff and providing for their training and professional development.
- Developing fee schedules.
- Designing and conducting education workshops, classes, etc.

- 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.

Mental and Physical Abilities:

- Compile and evaluate data and make recommendations.
- Make presentations.
- Read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.
- Interpret lab results and prepare clear reports.
- Understand and carry out written and oral instructions, giving close attention to detail and accuracy.
- Establish and maintain effective working relationships with others.
- Add, subtract, multiply and divide whole numbers, common fractions and decimals.
- While performing the essential functions of this job, the incumbent is regularly required to walk, stand, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, speak and hear, and lift and/or move up 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, crawling, 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 up to 50 pounds.

Working Conditions:

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

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

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.