

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

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

CLASS CODE: 45635
FLSA STATUS: N
DATE: 01/00

JOB SUMMARY AND DISTINGUISHING FEATURES:

Serves as lead worker 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. This is the senior level position in the series.

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

Carries out lead worker responsibilities, including: training in job skills, assigning and directing work, making recommendations in performance appraisal and reporting problems to the supervisor as needed.

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.

Assists management staff in developing policies and procedures related to division functions.

Develops workshops/educational classes, plans curriculum, makes presentations and/or oversees examination processes.

Investigates reports/complaints, including: collecting evidence at potential environmental crime scenes; taking samples of soil and water for laboratory analysis; reviewing analytical lab reports to determine if further investigation is needed; preparing reports; issuing notices of violation; 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; creates forms; 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.

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

Responds to hazardous material and hazardous waste releases and discharges.

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.

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.

Inspects businesses storing or handling hazardous materials and businesses generating or treating hazardous waste; investigates complaints of illegal handling, disposal or release of hazardous materials.

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

Reviews applications for subdivisions and recommends conditions that must be met; reviews conditions.

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

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.

Issues legal notices or abatement letters for violations of regulations; conducts follow up investigation and inspections.

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

Diagnoses failing septic systems; 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 applications, issues permits and conducts inspections of water wells.

Conducts routine inspections of solid waste facilities.

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

Investigates reports of humans bitten by animals and/or exposed to potentially rabid animals; determines quarantine and coordinates lab tests for suspected rabid animals or animals exposed to suspected rabid animals.

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, family care institutions, detention facilities, labor camps, schools 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.

Performs various studies and prepares reports related to environmental health issues.

Follows state protocol to investigate cases of childhood lead poisoning and food borne illness, including: conducting investigation of lead sources; collecting samples; writing reports; working with parties to abate found hazards.

Prepares notifications of contaminated sites for press release.

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

Issues citations for violations of public health laws and regulations.

Investigates reported cases of pesticide poisoning.

Reviews environmental impact reports for compliance with State and County environmental and public health laws and regulations.

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.

Represents the division and County before advisory committees, community groups, etc., regarding various environmental health issues; meets with staff from other departments to coordinate functions.

Reviews and responds to noise level studies and noise barrier designs.

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 division.

Performs 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	Engineer's Ruler	Anemometer
General Office Equipment	Clinometer	

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 field; and,

Two to three 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:

Registered Environmental Health Specialist

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, 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/VDT and other general office equipment.

Skill in:

Leading the work of staff, including delegating and training in work functions.

Designing and conducting education workshops, classes, etc.

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 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 make presentations.

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

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

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.

file: srenvhsp.45635

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.