



## ENVIRONMENTAL HEALTH SPECIALIST I/II

### DEFINITION

Under general supervision or direction, performs professional work involved in the inspection and enforcement of an assigned environmental management program area such as consumer protection solid waste or hazardous materials; interprets, implements, and enforces federal, state, and local statutes as they pertain to environmental management programs; provides technical consultations and assistance; and performs related duties as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision or direction from an Environmental Health Specialist Supervisor. Exercises no direct supervision over staff.

### CLASS CHARACTERISTICS

*Environment Health Specialist I:* This is the trainee/entry-level, non-registered classification in the professional Environment Health Specialist series. Initially under close supervision, incumbents learn and perform routine environmental inspection and enforcement duties. After obtaining State Registration as an Environmental Health Specialist, and as experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

*Environmental Health Specialist II:* This is the fully qualified journey-level, registered classification in the professional Environment Health Specialist series. Positions at this level require registration by the State of California and are fully competent to perform the full range of environmental inspection and enforcement duties. Positions at this level are distinguished from the I-level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Incumbents may be assigned to work in a consumer protection, hazardous material, or solid waste program area based on the needs of the department.

This class is distinguished from the Environmental Health Specialist III in that the latter is the advanced/lead-level which performs the most difficult, technical, complex, and specialized health enforcement duties, and requires exercising a higher degree of independent judgment on diverse and generalized assignments with a greater degree of accountability and ongoing decision making responsibility. Incumbents may also provide technical and functional direction to lower-level support staff.

Positions in the Environmental Health Specialist class series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level, after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class, and demonstration of successfully passing the California Registered Environmental Health Specialist registration examination.

**EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

- Performs regulation and enforcement of environmental health safety laws, rules, and regulations; interprets the more specialized environmental health regulations, rules, and policies related to an assigned program area.
- Assists with drafting proposed regulations or procedures related to the assigned program area.
- Prepares inspections reports, and assists in conducting investigations as assigned by supervisor, in the assigned program area.
- Participates in environmental review processes of assigned projects; identifies and evaluates concerns regarding discretionary entitlement applications.
- Provides general information regarding department policies, procedures, and regulations; receives and responds to inquiries, requests for assistance, concerns, and complaints from the public regarding department activities and programs.
- Assists with code violation referrals to the District Attorney's Office as needed; testifies in court as required.
- Compiles data for and prepares a variety of records and reports related to environmental health investigations, inspections, studies, and projects.
- Participates in community education and public information efforts.
- Maintains files, databases, and records related to citations and violations; prepares a variety of written reports, memoranda, and correspondence.
- Responds to emergency situations and complaints related to environmental management programs under the direction of the supervisor.
- Responds to complaints from the public regarding solid waste, hazardous materials, or consumer protection; makes on-site visits to validate nature of complaint; communicates inspection results to landowner or responsible party.
- Assists in the application and administration of grants, which includes applying for grants; monitors funds to ensure alignment with the grant budget; prepares progress reports; and conducts inspections.
- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations in the field of environmental health; researches emerging products and enhancements and their applicability to County needs.
- Performs related duties as assigned.

**When assigned to Consumer Protection:**

- Inspects food facilities including, but not limited to, restaurants, grocery stores, food manufacturing/storage facilities, hospitals, food sources, and other food facilities as defined by state statute for compliance to applicable health codes; instructs food workers in the proper handling of food; investigates consumer complaints and reported cases of food-related illness.
- Evaluates the need for closing of public eating and other establishments.
- Inspects schools and organized camps for compliance with public health laws; issues citations for violations of public health and environmental laws and regulations.
- Inspects public swimming pools and spas for conformance with codes and regulations; takes and interprets water samples; inspects construction detail and proper use and maintenance of filters and chemicals.
- Conducts inspections and investigations related to public health communicable disease investigations.
- Performs inspections of septic systems, wells, and small water systems; visually inspects for conformance with applicable codes and regulations; takes water samples and interprets laboratory results; communicates lab results and explains disinfection requirements if necessary.
- Performs plan review and approval of food facilities, commercial swimming pool facilities, septic systems, and water wells.
- Makes recommendations on sewage disposal and water availability requirements as related to land department projects in the County.

When assigned to Solid Waste:

- Conducts inspection of solid waste collection and processing facilities to ensure compliance with federal, state, and local statutes.
- Assists in planning, development, and implementation of recycling projects; coordinates private and public sector recycling projects.
- Assists with monitoring contractor compliance with the County's Solid Waste Franchise Agreements and conducts inspection of solid waste franchise haulers to ensure compliance.
- Reviews and responds to complaints and determines the proper course of action.
- Monitors disposal and recycling trend reports required disposal and recycling information to appropriate state agencies.
- Assists in the implementation the County's Solid Waste Management Plan.

When assigned to Hazardous Materials, Hazardous Waste, and CUPA:

- Issues permits for the installation, modification, or closure of underground storage tanks (USTs); ensures compliance with state guidelines; identifies areas where unauthorized releases have occurred, documents condition of site, and completes reports.
- Reviews submittals via the California Electronic Reporting System database for USTs, above ground storage tanks, hazardous material business plans, and hazardous waste plans which must be submitted by all businesses handling, manufacturing, or storing hazardous materials and generating hazardous wastes.
- Performs site analysis at incident locations; determines size and nature of incident; uses sampling and monitoring equipment to measure gases, radiation leaks, and other relevant conditions.
- Uses HAZCAT kit or other available methods to determine chemical nature of unknown hazardous substances; determines whether materials are corrosive, flammable, reactive, toxic, or otherwise hazardous.
- Responds to hazardous materials spills to ensure proper handling, clean-up, and disposal of materials; monitors work of clean-up crews at an incident location, including those sites where no responsible party can be identified; coordinates clean up with other state agencies.
- Makes revisions to business information, including training and contingency plans and hazardous materials inventory, and provides information on safe handling.
- Assists with the implementation of the County's household hazardous waste collection programs.

**QUALIFICATIONS**

*Some knowledge and abilities may be gained by employees at the entry (I) level while in a learning capacity.*

**Knowledge of:**

- Principles and practices of environmental sanitation, including water supply, sewage and refuse disposal, housing, recreational and industrial sanitation, and vector control.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of sanitary food production, processing, and handling.
- Principles and techniques of sampling and analysis of varied specimens.
- Properties of hazardous materials and safety practices for their handling and disposal.
- Principles and practices of physical, biological, and social sciences as they relate to public health and environmental quality control.
- Principles and practices of hazardous materials incident response.
- Principles and practices of solid waste management.
- Principles and practices of scientific research and statistical methodology.
- Investigative techniques and principles of evidence.

- Proper use and operation of field testing equipment and materials used in environmental health inspections.
- Operation, policies, and procedures of the Environmental Management Department.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

**Ability to:**

- Conduct thorough routine and special inspections and investigations.
- Analyze, interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, regulations, codes, and departmental policies.
- Exercise sound, independent judgment within established guidelines.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to enforcing sanitation regulations and guidelines.
- Use various test sampling, monitoring, measuring, and laboratory supplies and equipment, and specialized protective gear as needed.
- Plan and implement hazardous and solid waste management studies.
- Detect unsanitary or hazardous conditions, isolate causes, and take appropriate action to ensure compliance and protect public safety and the environment.
- Simultaneously conduct multiple inspections and investigations, and accurately document findings and maintain appropriate records.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and timely manner.
- Collect and interpret field and test data accurately.
- Identify and recommend solutions to vector infestation problems.
- Prepare clear, concise, and accurate reports, correspondence, and other written material.
- Obtain information through interviews, and work firmly and courteously with the public.
- Perform mathematical computations and statistical analysis.
- Educate the public in matters of effective sanitary measures.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Act quickly and calmly in emergency situations.
- Represent the County as an expert witness in court cases involving sanitation violations.
- Effectively and professionally represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.*

Environmental Health Specialist I: Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in biological or physical sciences, environmental health science, engineering, or a related field.

Environmental Health Specialist II: Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework biological or physical sciences, environmental health science, engineering, or a related field, and one (1) year of experience in the inspection and enforcement of public health and environmental law at a level equivalent to the County's class of Environmental Health Specialist I.

**Licenses and Certifications:**

Environmental Health Specialist I:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of a certificate as an Environmental Health Specialist Trainee by the State of California.

Environmental Health Specialist II, in addition to the above:

- Possession of a registration by the State of California as an Environmental Health Specialist prior to advancement to the II-level.
- Ability to renew the Environmental Health Specialist Registration in California by completing 24 contact hours of continuing education every two (2) years approved by REHS Continuing Education Accreditation Agencies.

When assigned to Hazardous Materials, in addition to the above:

- Possession of, or ability to obtain, of a 40 hour OSHA Hazardous Waste and Hazardous Materials Categorization, Advanced Class Certificate of Completion.
- Possession of, or ability to complete and pass, the First Responder Awareness, First Responder Operations, and Hazardous Materials Technician training.
- Possession of, or ability to obtain, an ICC UST Inspector Certification.
- Possession of, or ability to obtain, an OSFM APSA Inspector Certification.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; strength, stamina, and mobility to inspect various commercial and residential County sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points, and to operate a motor vehicle to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate construction inspection tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 35 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

**ENVIRONMENTAL CONDITIONS**

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions and partially in the field with occasional exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, and hazardous substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

Must be able to attend night and evening meetings and work flexible hours.

*When assigned to Hazardous Materials and Hazardous Waste, and CUPA:*

Incumbent must pass a biennial hazardous materials medical surveillance physical in accordance with US Code and Regulations and CA Labor Code and Regulations (29 CFR Part 1910.120 and 8 CCR).

Must be willing to regularly work with hazardous materials and wastes requiring the use of respiratory protection and respond to emergency situations during off-hours as required.

Must be able to pass an annual respirator fitness test.

May be assigned after-hours or on-call at the discretion of the Director.