



JUNE 2018
FLSA: NON-EXEMPT
Bargaining Unit: SU
JCN: 4604

PA # 4/SEH.1-2

County of El Dorado
June 1990

Revised: July 2004

~~SUPERVISING~~ ENVIRONMENTAL HEALTH SPECIALIST SUPERVISOR

DEFINITION

~~Under direction, plans, organizes and directs the County's environmental health, programs within assigned area.~~

~~DISTINGUISHING~~ Under general direction, plans, coordinates, supervises, and evaluates the work of professional and technical staff in assigned environmental management program areas such as consumer protection, hazardous materials, solid waste and/or vector control; interprets, implements, and enforces federal, state, and local statutes as they pertain to vector control and environmental management programs; provides technical consultations and assistance; provides complex staff assistance to departmental management staff in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

~~Receives general direction from an assigned Environmental Management Manager. Exercises general supervision over professional and technical staff.~~

CLASS CHARACTERISTICS

~~This class supervises a staff of Environmental Health Specialists in is the conduct of field inspections and full supervisory-level classification in the Environmental Health Specialist series. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating environmental inspections, investigations, and the enforcement of sanitary regulations. an assigned environmental management program area. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. Incumbents may be assigned oversight of consumer protection, vector control, hazardous material, and/or solid waste program areas based on the needs of the department.~~

~~This class is distinguished from the Manager of Environmental Health Management Manager in that the latter has overall management responsibility for planning, developing and administering all County environmental health programs and activities a section within the Environmental Management Department.~~

EXAMPLES OF DUTIES TYPICAL JOB FUNCTIONS (Illustrative Only)

Plans, organizes, assigns,

➤ supervises, reviews, and directs the work of professional and technical Environmental Management staff assigned to consumer protection, vector control, hazardous material, or solid waste program areas.

- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Trains staff in work and safety procedures and in the operation and use of equipment; implements training procedures and standards.
- Assists in the development and implementation of goals, objectives, ~~polices~~ policies, procedures, and work standards for the Environmental ~~Health division~~ Management Department.
- ~~Oversees the development and implementation of the solid waste program, solid waste diversion efforts, and soil waste abatement program.~~
- ~~Participates in the preparation and administration of the division's budget.~~ Monitors operations and activities of assigned program/function; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Reviews staff reports, conducts field inspections and staff audits pertaining to the programs within an assigned area.
- Responds to and administers grants consistent with the assigned area, which includes applying for grants; monitors funds to ensure alignment with the budget; submits request to reallocate grant funds to different budget line items; prepares progress reports; and conducts inspections.
- ~~Plans, organizes, assigns, reviews, evaluates, and directs the work of assigned staff; provides technical and administrative supervision for employees in professional training.~~
- ~~Participates in the selection of personnel and conducts orientation and in-service training programs.~~
- ~~Confers with and provides professional assistance to County departments on environmental health and related matter.~~
- ~~Performs field inspections of water and sewage systems, public swimming pools, restaurants and food facilities for conformance to applicable laws and regulations.~~
- ~~Directs and performs complex special studies, surveys, inspections, investigations, and analytic studies based on the assigned area; reviews findings and makes recommendations to appropriate County management.~~
- ~~Reviews staff reports and makes field visits to ensure enforcement of sanitary codes and regulations.~~
- Assists subordinate staff with or responds directly to complex complaints from the public to determine the proper course of action; makes on-site visits to validate nature of complaint; communicates inspection results to landowner or responsible party.
- Determines and recommends equipment, materials, and staffing needs for the assigned programs and activities; monitors, controls, and orders supplies and equipment.
- Respond to hazardous materials spills to ensure proper handling, clean-up, disposal of materials; monitors work of clean-up crews at an incident site, including those sites where no responsible party can be identified; coordinates clean-up with state health services.
- 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.
- Performs site analysis at incident sites; determines size and nature of problem; uses sampling and monitoring equipment to measure gases, radiation leaks, and other relevant conditions.
- Evaluates solid waste handling and disposal facilities; reviews and recommends approval of or notes exceptions to engineering reports regarding construction, operation, monitoring, and closure/post closure maintenance and use; responds to complaints and inquiries from the public regarding solid waste handling and disposal.
- Oversees the County's Solid Waste Franchise Agreements and conducts inspection of solid waste

- franchise haulers to ensure compliance.
- Plans, develops, and implements recycling projects; coordinates private and public sector recycling projects; and reports required disposal and recycling information to appropriate state agencies.
- Determines the need for quarantine or closing of public eating and other establishments.
- Provides direction to subordinate staff for plan review and approval of food facilities, commercial swimming pool facilities, septic systems, and water wells; and may perform plan review on complex projects.
- Oversees the Local Primary Agency (LPA) program for small water systems; prepares reports for the annual evaluation with the State Water Board.
- Consults with professional and technical staff to resolve field problems; conducts the more complex and difficult inspections.
- Evaluates and determines appropriate action in cases of persistent ~~sanitation~~ violations, and prepares cases for prosecution.
- Confers with and provides professional assistance to County departments on environmental management and related matters.
- Provides highly complex staff assistance to assigned management staff; reviews and implements new regulations; presents information to the Board of Supervisors and various commissions, committees, and community groups; performs a variety of public relations and outreach work related to assigned activities.
- Represents the County in contacts and meetings with other agencies and ~~organizations~~ organizations.
- Prepares technical reports pertaining to County environment ~~health~~ management matters.
- Maintains current ~~knowledge~~ knowledge of technology and technical advancements ~~in the field of health, sanitation or a~~ within related ~~biological field~~ fields.
- ~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~
- Mau cover other supervisory areas as needed.
- Performs related ~~work~~ duties as assigned.

Supervising Environmental Health Specialist
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QUALIFICATIONS

Knowledge of:

- Principles and practices of ~~effective~~ employee supervision, including ~~selection, training, work planning, assignment review and evaluation~~ and discipline, and the training of staff in work procedures.
- ⇒ Principles and practices of leadership.
- ⇒ Principles and practices of budgetary control and administration.
- Principles of chemistry, ~~biology, geology,~~ zoology, hazardous materials management, ~~physical sciences (i.e., geology, hydrology),~~ occupational health, toxicology, ~~vector control,~~ waste management, industrial hygiene ~~and,~~ investigation; and enforcement, including landfill operations and regulations.
- Principles and practices of environmental ~~engineering~~ sanitation, including water supply, sewage and refuse disposal, housing, recreational and industrial sanitation, and vector control.
- ⇒ Properties of hazardous materials and safety practices for their handling and disposal.
- ⇒ Principles and practices of solid waste ~~standards~~ management.
- Principles Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to environmental management programs.
- California Penal Code as related to public nuisances.
- ⇒ Advanced principles and practices of sanitary food production, processing, and handling.
- Local, state Advanced principles and federal environmental health techniques of sampling and safety regulations analysis of varied specimens.
- ⇒ Principles and requirements practices of scientific research and statistical methodology.

Skill in:

- Planning, organizing, assigning, reviewing, evaluating and directing Investigative techniques and principles of evidence.
- Proper use and operation of field testing equipment and materials used in inspections.
- Operation, policies, and procedures of the Environmental Management Department.
- Recordkeeping principles and procedures.
- 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:

- ⇒ Plan, organize, assign, review, evaluate, and direct the work of assigned staff— and various program and activities.

- Training Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- ⇒ Train staff in work procedures.
- ~~Evaluating and determining~~ Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Understand, interpret, and enforce applicable laws, ordinances, and regulations regarding various environmental management programs through inspections, hearings, etc.
- ⇒ Evaluate and determine substance composition through testing and analysis.
- ⇒ Educating Educate the public to the need for maintaining sanitary and non-hazardous conditions.
- ~~Explaining and interpreting a variety of rules, regulations and laws.~~
- ~~Reading and interpreting~~ Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Perform site analysis at hazardous material incidents to identify materials and appropriate response.
- Use various test sampling, monitoring, measuring, and laboratory supplies and equipment, and specialized protective gear as needed.
- Detect unsanitary conditions, isolate causes, and take appropriate action to ensure compliance.
- Simultaneously conduct multiple inspections and investigations and accurately document findings and maintain appropriate records.
- ⇒ Read and interpret property and other plans and blueprints.
- ~~Preparing clear, concise and complete technical reports and other correspondence.~~
- ~~Establishing and maintaining~~ Respond to inquiries, complaints, and requests for service in a fair, tactful, and timely manner.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Act quickly and calmly in emergency situations.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Represent the County as an expert witness in court cases involving violations of applicable statutes.
- 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 ~~the~~-work.

Other Requirements:

~~Must possess a valid driver's license. Must possess a valid Certificate of Registration as an Environmental Health Specialist in the state of California.~~

Education and Experience:

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

Equivalent to ~~graduation~~ a bachelor's degree from ~~a~~ an accredited four-year college or university with major coursework in biological or physical sciences, environmental health, sanitation, environmental engineering, or a related ~~biological~~ field, and two (2) years 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 III, including one (1) of experience in a lead capacity.

OR

Four (4) years 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 II.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of a registration by the State of California as an Environmental Health Specialist ~~in a public health agency. Some lead or supervisory experience is desirable.~~
- **NOTE:** ~~The~~ 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, Hazardous Waste, and CUPA, in addition to the above qualifications are:

- Possession of a ~~typically accepted way of obtaining the~~ 40 hour OSHA Hazardous Waste and Hazardous Materials Categorization, Advanced Class Certificate of Completion.
- Possession of, or ability to obtain, an OSFM APSA Inspector Certification.
- Possession of, or ability to obtain, an ICC UST Inspector Certification.
- Possession of a certificate of completion of CSTI (California Specialized Training Institute) Hazardous Materials First Responder.
- Ability to complete and pass the First Responder Awareness, First Responder Operations, and Hazardous Materials Technician training.
- May be required to obtain a Class C HAZMAT endorsement within the first year of employment, and maintain current endorsement as a condition of employment.
- May be required to obtain a commercial driver's license.

PHYSICAL DEMANDS

Must possess ~~knowledge and skills~~ 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:

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. Must be available on-call and willing to respond to emergency situations during off-hours as required.

Must be able to pass an annual respirator fitness test.