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County of El Dorado

June 1990  
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## ENVIRONMENTAL HEALTH SPECIALIST ~~I~~/~~II~~/SENIOR III

### ~~(DEEP CLASS)~~

#### DEFINITION

~~Under general supervision, performs professional inspection and enforcement work in a complex environmental health program.~~

~~DISTINGUISHING Under general direction, performs difficult and complex professional work involved in the inspection and enforcement of an assigned environmental management program area such as consumer protection, hazardous material, or solid waste; interprets, implements, and enforces federal, state, and local statutes as they pertain to environmental management programs; provides technical consultations and assistance; may provide lead direction and training to lower-level professional and technical staff; assists with plans and implements new or specialized programs; and performs related duties as assigned.~~

#### SUPERVISION RECEIVED AND EXERCISED

~~Receives general direction from an Environmental Health Specialist Supervisor. Exercises technical and functional direction over and provides training to lower-level staff.~~

#### CLASS CHARACTERISTICS

~~This is the advanced/lead-level classification in the Environment Health Specialist I is the entry-level class of this professional series. Initially Incumbents work under close supervision, incumbents perform the more routine health general direction and exercise a high level of discretion and independent judgment in performing specialized and complex inspection and enforcement duties while learning the more skilled and complex work. As experience is gained, duties become more diversified and are performed under more general supervision. This class is alternately staffed with Environmental Health Specialist II, and incumbents may advance to. Incumbents may also provide lead direction to lower-level professional and technical staff.~~

~~This class is distinguished from the higher level after gaining experience and demonstrating proficiency which meet the qualifications for the higher level class, and after obtaining State Registration as an Environmental Environment Health Specialist Supervisor in that the latter is the full supervisory-level in this series.~~

~~**Environmental Health Specialist II** is the journey level class in this series, registered by the State of California and fully competent to perform a wide range of health inspection and enforcement duties. This class is distinguished from Senior Environmental Health Specialist in~~

~~that the latter is the specialist level which performs the most difficult, technical, complex and specialized health enforcement which require exercising a higher degree of independent judgment on diverse and generalized assignments with a greater degree of accountability and on-going decision making responsibility.~~

~~**Sr. Environmental Health Specialist** is the specialist level, which performs difficult, technical, complex and specialized health enforcement duties, but does not have ongoing lead responsibilities. This class may be assigned hazardous materials responsibilities and duties.~~

### ~~EXAMPLES OF DUTIES (Illustrative Only)~~

### ~~Performs inspections of water and septic systems and wells~~**EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

- ~~➤ Performs complex and specialized regulation and enforcement of health and safety laws, rules, and regulations; interprets the more specialized rules, regulations, and policies related to the assigned program area.~~
- ~~➤ Provides input into selection decisions and disciplinary matters.~~
- ~~➤ Provides lead direction and develops and implements training to lower-level professional and technical staff performing environmental health inspection and enforcement duties; organizes and assigns work; sets priorities and follows up to ensure coordination and completion of assigned work; instructs staff in work procedures.~~
- ~~➤ May coordinate and standardize program activities; assists in program planning and monitoring, including appraising the effectiveness of department programs; makes recommendations on policies, procedures, and regulations related to an assigned program area, and implements as directed.~~
- ~~➤ Develops and updates ordinances, codes, regulations, or procedures related to the assigned program area.~~
- ~~➤ Prepares comprehensive reports related to inspections, investigations, and studies completed in the assigned program area.~~
- ~~➤ Review inspection and technical reports of EHS I/II's for accuracy in accordance to department policy and standards.~~
- ~~➤ Assists EHS I/II's with, or responds directly to, complex 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.~~
- ~~➤ Assists in collecting data and information for department reports.~~
- ~~➤ Participates in environmental review processes of assigned projects; identifies and evaluates concerns regarding discretionary entitlement applications of a complex nature; processes environmental assessment questionnaires and environmental impact reports; provides information regarding public health and sanitation issues involved in projects to proponents, the public, and public hearing bodies.~~
- ~~➤ 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.~~
- ~~➤ Develops and refers enforcement code violation cases for administrative or prosecutorial disposition to the District Attorney's Office; testifies in court as required.~~
- ~~➤ Compiles data for and prepares a variety of records and reports related to environmental management 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 public emergency situations related to environmental management.~~

- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations in the field of environmental management; researches emerging products and enhancements and their applicability to County needs.
- May act in the absence of the supervisor in his/her absence.
- 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.
- Determines 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 applicable 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 equipment and chemicals.
- Conducts inspections and investigations related to public health communicable disease investigations.
- Collects data for annual reporting of epidemiology investigations, NPDES inspections or as needed by the department.
- Performs complex 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 ~~disinfect ion~~disinfection requirements if necessary.
- ~~Conducts investigations of proposed and current sewage treatment and waste disposal sites; issues permits for individual surveys and waste disposal systems; performs site checks and final inspections of such systems.~~
- Assist in the preparation for the annual Local Primacy Agency (LPA) evaluation with the State Water Board.
- 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~~ ~~division~~development projects in the County.
- ~~Inspects restaurants,Provides~~ food ~~stores,~~ safety training classes for food ~~manufacturing~~handlers.

When assigned to Solid Waste:

- Conducts inspection of complex solid waste collection and ~~storage~~processing facilities, ~~food crops to ensure compliance with federal, state, and food vending machines for compliance to applicable health codes; instructs food serving workers in the proper~~local statutes.
- ~~Evaluates solid waste handling of food; investigates reported cases of food-related illness.~~
- ~~Inspects residential dwellings, hotels, motels, mobile home parks, schools, organized camps and family care homes for compliance with public health laws; issues citations for violations of public health and environmental laws and regulations.~~
- ~~Inspects public swimming pools for conformance with codes and regulations; takes and interprets water samples, inspects and disposal facilities; reviews and recommends approval of, or notes exceptions to, engineering reports regarding construction ~~detail and proper use and~~, operation, monitoring, and closure/post closure maintenance of filters and chemicals.~~
- ~~Conducts inspections and investigations related to public health communicable disease investigations.~~

- > ~~Responds~~ use; responds to complaints and inquiries from the public regarding ~~debris, rubbish, and sanitary problems having to do with boarding animals; makes on-site visits to validate nature of complaint, communicates inspection results to landowner or responsible party~~ solid waste handling and disposal.
- Plans, develops, and implements recycling projects; coordinates private and public sector recycling projects.
- Oversees the County's Solid Waste Franchise Agreements and conducts inspection of solid waste franchise haulers to ensure compliance.
- Monitors disposal and recycling trends and reports required disposal and recycling information to appropriate state agencies.
- Implements the County's Solid Waste Management Plan.

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

- > Issues complex permits for the installation, modification, or closure of ~~Underground Storage Tanks~~ underground storage tanks (USTs); ensures ~~that compliance with~~ state guidelines are followed; identifies areas where unauthorized releases have occurred, documents condition of site, and completes reports.
- Reviews submittals via the California Electronic Reporting System database for underground storage tanks, above ground storage tanks, hazardous material business plans, and hazardous waste plans submitted by all businesses handling, manufacturing or storing hazardous materials and generating hazardous wastes.
- Inspects facilities that store or use threshold quantities of hazardous materials including facilities with Underground or Aboveground Storage Tanks.
- 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; inspects hospitals and~~ medical facilities to assure proper disposal of infectious waste.
- ~~Prepares comprehensive reports related to inspections, investigations and studies completed in the public health areas.~~
- > ~~Attendance and punctuality that is observant; monitors work of scheduled hours on a regular basis~~ clean-up crews at an incident location, including those sites where no responsible party can be identified; coordinates clean-up with other state agencies.
- ~~Performs other duties as assigned.~~
- 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**

**Knowledge of:**

- Principles of providing functional direction and training.
- > 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.

- ~~Local, state and federal environmental health and safety regulations and requirements.~~
- ~~Properties of hazardous materials and safety practices for their handling and disposal.~~
- ~~Principles and practices of hazardous materials incident response.~~
- ~~Principles and practices of solid waste management.~~
- ~~Principles and practices of physical, biological, and social sciences as they relate to public health and environmental quality control.~~
- ~~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 management 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 a variety of individuals, often in difficult situations the public, vendors, contractors, and County staff.~~

**Skill in:**

- ~~Making~~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:**

- ~~Provide staff leadership and work direction.~~
- ~~Train staff in work procedures and develop training curriculum for public and staff education.~~
- ➤ ~~Conduct~~ thorough routine and special inspections and investigations.
- ~~Analyzing and evaluating the results of sampling studies.~~
- ~~Exercising~~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.
- ➤ ~~Interpreting and~~Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to enforcing sanitation regulations and guidelines.
- ~~Representing the County as an expert witness in court cases involving sanitation violations.~~
- ~~Maintaining accurate records and files.~~
- ~~Preparing clear, concise and accurate reports, correspondence and other written materials.~~
- ~~Reviewing construction blueprints to ensure health and safety compliance.~~
- ~~Identifying and recommending~~Use various test sampling, monitoring, measuring, and laboratory supplies and equipment, and specialized protective gear as needed.
- ~~Perform site analysis at hazardous material incidents to identify materials and appropriate response.~~
- ~~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.
- Educating 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.
- ~~Establishing and maintaining~~ 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 violations of applicable statutes.
- 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 the work.

### **Other Requirements:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is primarily performed outdoors in all seasonal weather conditions and temperatures, occasional work in an office environment.

**Physical:** Primary functions require sufficient physical ability to work in an outdoor setting and operate office equipment; vision in the normal visual range with or without correction sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction. **Frequent** walking; wrist and arm motions and upward/downward and side-to-side flexion of neck; fine finger dexterity of both hands, ability to grasp and hold; lifting, carrying, pushing and pulling objects weighing up to 15 lbs. **Occasional** standing and sitting, **Infrequent** climbing, bending, reaching, running, jumping; lifting, carrying, pushing and pulling objects weighing more than 16 lbs.

~~Must possess a valid driver's license. Must possess registration by the State of California as an Environmental Health Specialist prior to advancement to the II level. Must be available for on call or overtime duty. Must be able to attend night and evening meetings and work flexible hours.~~

### **Education and Experience:**

~~Where college degrees and/or college course credits are required, degrees and college~~

~~units must be obtained from a regionally accredited college or university. Courses from non-regionally accredited institutions will not be evaluated for this requirement.~~

### **Environmental Health Specialist I:**

~~**Education:**—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 environmental health, sanitation or a related biological field and a letter from the California Department of Health Services stating applicant is certifiable as an Environmental Health Specialist trainee under the provisions of Section 517(d), California Health and Safety Code.~~

### **Environmental Health Specialist II:**

~~**Education:**—Equivalent to graduation from a four year-year college or university with major coursework in biological or physical sciences, environmental health, sanitation science, engineering, or a related biological field~~

~~- and -~~

~~**Experience:**—One (1) year two years (2) of experience in the inspection and enforcement of public health and environmental-environmental law at a level equivalent to the County's class of Environmental Health Specialist I and must be registered as an Environmental Health Specialist by the State of California-II.~~

### **Sr.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-.~~
- ~~**Experience:**—In addition to the above two years of experience in Ability to renew the investigation and enforcement of public health and environmental laws at a level equivalent to the County's class of Environmental Health Specialist II-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:~~

- ~~Possession of, or ability to obtain, of a 40 hour OSHA Hazardous Waste and Hazardous Materials Categorization, Advanced Class Certificate of Completion.~~
- ~~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.~~
- ~~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 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.

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

When assigned to Hazardous Materials, 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, be available for on-call or overtime duty, and be willing to respond to emergency situations during off-hours as required.

Must be able to pass an annual respirator fitness test.