
PACIFIC COUNTY**POSITION DESCRIPTION**

POSITION: Environmental Health Specialist
OFFICE/DEPARTMENT: Community Development
REPORTS TO: Director/Assistant Director and/or Public Health
Administrator/Public Health Officer
UNION STATUS: Represented by Local 367-C
SALARY GRADE: 13
DATE LAST REVISED: June 2001

1.0 PRIMARY FUNCTION AND PURPOSE

Performs a variety of environmental health related functions including inspections, enforcement actions and educational instruction. Duties performed by this position are as required by federal, state and county public health laws, regulations, codes and resolutions.

2.0 ORGANIZATIONAL RELATIONSHIPS**2.1 Supervision Received**

Persons in this position are expected to perform the essential duties and responsibilities defined in Section 3.0 under the supervision of a Senior Environmental Health Specialist, the Public Health Administrator or the Public Health Officer with general supervision from the Department Director and/or Assistant Director.

2.2 Supervision Exercised

None

3.0 ESSENTIAL DUTIES AND RESPONSIBILITIES

- 3.1 On-site Sewage Program:** Interprets and enforces liquid waste treatment and disposal regulations; determines requirements for operation and maintenance; conducts field inspections of soils and site conditions; determines septic system permit requirements; conducts final inspections of installed systems; conducts surveys in areas of suspected system malfunctions; evaluates and troubleshoots system failure/problems; initiates legal action for code violations; coordinates permit review with other departments.
- 3.2 Food Program:** Interprets and enforces food protection regulations; conducts field inspections of restaurants, grocery stores, taverns, meat markets, bakeries and temporary food service operations; conducts epidemiologic investigations of suspected food borne illnesses; reviews equipment and facility plans for proposed new and remodeled food service establishments; issues permits; conducts food handler education; initiates enforcement actions as necessary.
- 3.3 Solid Waste Program:** Interprets and enforces solid waste regulations; completes solid waste planning functions on behalf of the County; conducts field inspections of illicit solid waste disposal sites; inspects and evaluates landfill and other solid waste facilities; conducts tasks associated with implementation of solid waste and moderate risk waste plans; designs and implements solid waste education programs; investigates complaints; coordinates enforcement and investigative actions with the Department of Ecology, Prosecuting Attorney and other county departments; implements grant activities;
- 3.4 Living Environment:** Investigates complaints regarding rodents and other vectors; initiates appropriate enforcement action; responds to animal bite complaints; conducts epidemiologic

investigations of disease reports of public health concern; coordinates illness investigations with the state epidemiologist, state laboratory, physicians and veterinarians; inspects RV parks and reviews plans for their construction and expansion.

3.5 Illicit Drug Lab Program: Responds to law enforcement requests for investigation and enforcement of suspected contaminated residences; coordinates enforcement activities with appropriate agencies; makes public presentations and consults with members of the general public.

3.6 Water Program: Conducts inspections of proposed well site locations; reviews plans for new water systems; issues private well permits; enforces state and local drinking water regulations, swimming pool and surface water regulations; manages water testing lab; performs water testing; performs inspections of public and semi-public swimming facilities; reviews plans for new swimming facilities as required; conducts inspection and undertakes enforcement actions to protect surface water quality in swimming lakes and streams; implements recreational shellfish protections program as per state and local agreement.

3.7 School Program: Conducts school facility health and safety inspections; interprets and enforces state school health and safety regulations; reviews plans for new and remodeled school facilities; conducts training and provides consultation to school staff; investigates complaints.

Operates standard office equipment and programs as required.

Other related duties as assigned.

4.0 PERIPHERAL DUTIES

Provides backup for related positions.

Attends seminars, conferences and training sessions to keep abreast of changes and code revisions that impact plan review and/or activities.

5.0 EDUCATION AND EXPERIENCE

Bachelor of Science Degree involving major study in biological science, microbiology, environmental health, or other closely related science.

Must obtain a Registered Sanitarian's license with the Washington State Board of Registered Sanitarians and a Competency Certificate within 18 months of hire.

Required to possess a valid Washington State Drivers License.

6.0 NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Requires considerable knowledge of English grammar and composition, spelling and arithmetic; filing, paper based and electronic permit record keeping systems, and work processing.

Requires the ability to be punctual; maintain confidentiality; satisfactorily perform each of the essential duties and responsibilities identified in Section 3; work independently with minimum supervision and satisfactorily complete assigned tasks in a timely and efficient manner; interpret and communicate complex regulations and concepts in both a written and oral form; to communicate with a variety of groups, agencies and elected officials; read and write the English language; follow oral and written instructions and effectively communicate in both oral and written forms; effectively meet and deal with the public; use all equipment necessary to perform required tasks.

7.0 BEHAVIORAL STANDARDS

Positively represents the County, demonstrating honest and ethical behavior. Is respectful and courteous to the public, county leadership and other employees. Demonstrates good work habits.

8.0 WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in a normal office and outdoor environment.

While performing the duties of this job, the employee is frequently required to walk, sit, climb, crawl, talk and hear; use hands to finger, handle or operate objects, tools or equipment; and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Hand-eye coordination is necessary to operate equipment used in this position.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in an office and outdoor environment.

When working in the outdoor environment the employee may be exposed to varying weather conditions. The noise level in the work environment is low in the office environment and low to moderately noisy in the outdoor environment.

Standard office equipment used in this position includes, but is not limited to, personal computer, printer, typewriter, calculator, photocopier, facsimile machine, scanner, and camera.

Field equipment used in this position includes, but is not limited to, shovels, hoes/ handheld meters, generators and septic probe.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

9.0 SELECTION PROCESS

The selection process will include a formal application and evaluation of education and experience, and may also include an oral interview, background and/or reference checks and job- related tests.

The duties set forth in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.