



<b>WORKING TITLE:</b> ENVIRONMENTAL HEALTH SPECIALIST I	<b>CLASSIFICATION:</b> ENVIRONMENTAL HEALTH SPECIALIST I
<b>DEPARTMENT:</b> HEALTH & HUMAN SERVICES	<b>DIVISION:</b> PUBLIC HEALTH
<b>PAY RANGE:</b> OPEU 15	<b>FLSA CATEGORY:</b> NON-EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 9410
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> JUNE 2013

### **JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

Performs entry level sanitarian work. Work involves inspection, survey, and enforcement duties related to sanitation division programs.

***SUPERVISION RECEIVED:***

Works under the supervision of a Sanitarian III who assigns and evaluates work based on conformance with established policies and procedures and on results achieved.

***SUPERVISION EXERCISED:***

Supervision is not a responsibility of this class.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Inspects food service facilities including restaurants, temporary and benevolent facilities, mobile units, and school lunch programs to ensure compliance with State regulations.
- Monitors public drinking water systems, as assigned by State rules, for compliance with federal and State water quality requirements.
- Inspects tourist and traveler facilities such as hotels, recreational vehicle parks, organizational camps, and bed and breakfast facilities to ensure compliance with State regulations.
- Inspects public swimming pools and spas; performs tests for chemical analysis of water to ensure compliance with State regulations.
- Inspects licensed day care facilities and group homes to ensure compliance with CSD rules, including food preparation and water systems.
- Assists Environmental Health Specialist III in inspecting subsurface sewage disposal systems. May perform independent on-site sewage disposal functions under direct supervision of a registered sanitarian.
- Investigates complaints and conducts communicable disease investigations involving food borne and water borne diseases in food facilities, day cares, and other facilities.
- Maintains records of inspections and other activities; writes reports and makes recommendations.

- Attends conferences and training seminars as required to obtain new information concerning rules, regulations, and operating procedures.
- Performs other related work as required.

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

- Principles and practices of environmental sanitation.
- Accurate recordkeeping practices.
- Communicable disease prevention.

#### **SKILL IN:**

- Maintaining accurate records.
- Investigating complaints.
- Communicating, both orally and in writing.

#### **ABILITY TO:**

- Establish and maintain cooperative working relationships with colleagues, and the general public.
- Set up and maintain accurate notes and reports.
- Develop further knowledge, skills, and abilities and maintain required certifications.
- Interact effectively, both orally and in writing, under sometimes stressful situations.
- Attend work as scheduled and/or required.

#### **MINIMUM EXPERIENCE AND TRAINING:**

Bachelor's degree from an accredited school in biology, chemistry, environmental science, sanitation or a related field. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

Possession of registration with the State of Oregon as a Sanitarian Trainee.

#### **OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

#### **WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent typically works in a building and in outdoor areas and uses mechanical equipment as needed to perform duties with associated noise levels. Weather conditions may vary. The employee may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30

pounds occasionally.

Contact with the public in home or office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

*The physical demands 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 functions.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*