



WORKING TITLE: ENVIRONMENTAL HEALTH SPECIALIST II/SOLID WASTE COORDINATOR	CLASSIFICATION: ENVIRONMENTAL HEALTH SPECIALIST II
DEPARTMENT: PLANNING	DIVISION: PLANNING/SOLID WASTE
PAY RANGE: OPEU 20	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 9410
PPE: PER WORK LOCATION	REVISION DATE: MAY 2018

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs professional level sanitarian work in conducting surveys, making inspections and investigations to secure compliance with Oregon public health laws, administrative rules and guidelines. Advises businesses, cities, and individuals of noncompliance and recommends corrective action.

SUPERVISION RECEIVED:

Works with established procedures and guidelines under the supervision of an Environmental Health Specialist III who reviews the work for conformance with established procedures and guidelines and for overall results achieved.

SUPERVISION EXERCISED:

Supervision is not a responsibility of this class. However, an experienced employee in a position of this class may provide on-the-job training and orientation to a new employee in this class or an Environmental Health Specialist I.

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:

- Performs pre-cover inspections of subsurface sewage disposal systems; issues permits; enforces rules and regulations of the Oregon Department of Environmental Quality pertaining to subsurface disposal installations; advises the public and building contractors in the design, layout, and proper installation of such facilities.
- Maintains accurate and complete records on inspections and activities; prepares reports as required.
- Investigates complaints concerning food, water, animals, sewage disposal and communicable disease as required by law and with the assistance of other county staff as needed.
- Inspects closed landfills on a monthly basis and writes monthly and yearly DEQ inspection reports.
- Works with third party environmental consultant to evaluate, monitor, and maintain closed landfills.

- Prepares necessary documents needed for Solid Waste Advisory Council (SWAC) quarterly meetings and potential field trips.
- Facilitates quarterly meetings, documents, and retains information regarding SWAC recommendations.
- Evaluates franchise haulers' documentation regarding franchise renewals and fee increases.
- Prepares documentation needed to present at Board of Commissioners meetings; including include contracts, applications, recommendations and franchise renewals.
- Oversees Yamhill County Household Hazardous Waste twice yearly collection events.
- Attends various conferences and training courses to update or obtain new information concerning rules, regulations, and operating procedures.
- Performs other related work as required.

JOB SPECIFICATION

KNOWLEDGE OF:

- Current methods, techniques and practices of environmental health.
- Laws, administrative rules and guidelines governing State sanitation programs.
- Basic mathematics.
- Accurate recordkeeping practices.
- Communicable disease prevention.

SKILL IN:

- Maintaining accurate records.
- Investigating complaints.
- Effective communication; both orally and in writing.

ABILITY TO:

- Make thorough inspections and investigations.
- Obtain samples, compile data and prepare clear and concise reports.
- Plan and organize work assignments.
- Read, understand, interpret and apply statutes, case law, administrative rules, guidelines and ordinances.
- Interact courteously and tactfully with the public, building contractors, and the business community.
- Establish and maintain effective working relationships with superiors, other county employees, employees of State agencies, and the public.
- Set up and maintain accurate notes and reports.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Graduation from an accredited school with a degree in biology, chemistry, environmental science, sanitation or a related field and two years' experience at a level equivalent to an Environmental Health Specialist I is required. 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 is required at hire or within 4 weeks of hire date.

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 may risk exposure to irrational/hostile behavior, contagious diseases, or contact with insects, rodents, and domestic or other 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 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.