

WORKING TITLE: ENVIRONMENTAL HEALTH SPECIALIST II	CLASSIFICATION: ENVIRONMENTAL HEALTH SPECIALIST II
DEPARTMENT: HEALTH & HUMAN SERVICES	DIVISION: PUBLIC HEALTH
PAY RANGE: OPEU 20	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8835
PPE: PER WORK LOCATION	REVISION DATE: JUNE 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 under the supervision of Public Health Community Programs Manager and Environmental Health Supervisor.

SUPERVISION EXERCISED:

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

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 restaurants, food handling and service establishments for general cleanliness, maintenance and sanitation statute and rule compliance, and recommends corrective action to be taken.
- Performs plan review functions for mobile units.
- Performs inspections of public swimming pools and spas; takes water samples and performs chemical tests analyzing the water; inspects related pumps, equipment, and safety precautions taken and enforced.
- Performs inspections of lodging facilities, including bed and breakfasts, hotels, RV parks, organizational camps, and other lodging situations related to the cleanliness and safety of the facility, and in some cases, programs and record keeping.
- Performs contract inspections with schools, day care centers, group homes, foster care homes, and sanitation and food handling facilities for conformance with state licensing requirements; makes recommendations to appropriate state agencies.
- Maintains accurate and complete records on inspections and activities; prepares required

reports and documents as required, and in a timely manner.

- Investigates complaints concerning food, water, animals and communicable disease as required by law and with the assistance of other county staff as needed.
- Attends conferences and trainings course to update or obtain new information concerning rules, regulations, and operating procedures, as required.
- Inspects day care centers, group homes, foster care homes and sanitation and food handling facilities for conformance with state licensing requirements; makes recommendations to appropriate state agencies.
- 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.
- Participates in emergency planning and response activities; training, drill planning, and coordination as required.
- Acts as deputy's designee to attend meetings or conferences, as directed.
- Works semi-independently to process documents, creating filing systems, and coordinate information, as required.
- Assists with Drinking Water Program, as necessary or as assigned.
- Performs other related work as required.

JOB SPECIFICATION

KNOWLEDGE OF:

- Current methods, techniques and practices of environmental health, per state standards.
- Laws, administrative rules, and guidelines governing State sanitation programs.
- Basic mathematics.
- Accurate recordkeeping practices.
- Current, professional document writing methods.
- Communicable disease prevention and investigation.
- Quality improvement best practices.
- Public health emergency preparedness and incident command system.
- Effective communication techniques.
- Public speaking methods.
- Material preparation.
- Current public health issues and concerns, including healthcare transformation.
- Methods of effecting attitudinal and/or behavior change.

SKILL IN:

- Maintaining accurate records.
- Report/document preparation.
- Investigating complaints.
- Effective communication, both orally and in writing.
- Accurate recordkeeping.

ABILITY TO:

- Make thorough inspections and investigations.

- Plan and organize work assignments.
- Obtain samples, compile data and prepare clear and concise reports.
- Read, understand, interpret and apply statutes, case law, administrative rules, guidelines and ordinances.
- Interact courteously and tactfully with the co-workers, colleagues, contractors, other County employees, and members of the general public.
- Establish and maintain cooperative working relationships with individuals, whether members of the public, co-workers, or community groups, from diverse groups and backgrounds.
- Work effectively, both independently and as a member of the Public Health team.
- 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. Continued registration and licensure as required in ORS Chapter 700 is required at all times during employment. 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.

SPECIAL QUALIFICATIONS:

Master's degree in public health or related field is preferred. Bi-lingual and bi-cultural proficiency in interpreting and translating in Spanish language is also preferred.

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.