



WORKING TITLE: ENVIRONMENTAL HEALTH SPECIALIST III	CLASSIFICATION: ENVIRONMENTAL HEALTH SPECIALIST III
DEPARTMENT: HEALTH & HUMAN SERVICES	DIVISION: ENVIRONMENTAL HEALTH
PAY RANGE: OPEU 23	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 9410
PPE: PER WORK LOCATION	REVISION DATE: JUNE 2013

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Responsible for application of Oregon Department of Environmental Quality (DEQ) administrative rules and regulations within the county, and for planning and implementing related activities. Performs professional level sanitarian work in conducting surveys, making inspections and investigations to secure compliance with Oregon public health laws, administrative rules and guidelines. Primary work emphasis includes activities related to on-site subsurface sewage disposal, i.e., septic tank/drain fields and alternative systems, and solid waste management. Advises businesses, cities, and individuals of required compliance and recommends corrective action to be taken. Participates in the training and other technical work of subordinates. Undertakes enforcement related to above programs. Prepares documentation necessary for reporting the above activities.

SUPERVISION RECEIVED:

Works within established procedures and guidelines under the supervision of the planning director who reviews work for conformance with procedure and guidelines for overall results achieved.

SUPERVISION EXERCISED:

Supervision is not a responsibility of this class. However, an experienced employee 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:

- Directs and participates in on-site sewage disposal program; reviews and approves or denies applications; conducts on-site feasibility evaluations; inspects sites prior to final cover.
- Develops division programs and policies based on federal and state requirements.
- Provides training to staff as needed; evaluates work of subordinates to determine if division programs are being correctly implemented and administered.
- Directs and participates in conducting public health hazards surveys; prepares and presents reports, findings, and recommendations.

- Enforces and advises the public and private business on statutes, rules, regulations, ordinances, and codes relating to sanitation programs.
- Performs surveys of public water systems as needed; provides technical assistance to water systems to insure compliance with all federal and state regulations.
- Collects water samples as requested.
- Performs sanitation inspections of food service facilities to include restaurants, temporary and benevolent facilities, mobile units and school lunch programs to insure compliance with state regulations.
- Performs sanitation inspection of tourist and traveler facilities to include hotels, recreational vehicle parks, organizational camps, bed and breakfast facilities to insure compliance with state regulations.
- Performs health and safety inspections of public swimming pools and spas and performs tests for chemical analysis of water to insure compliance with state regulations.
- Performs sanitation inspections of licensed day care facilities and group homes to insure compliance with CSD rules.
- Investigates complaints and conducts communicable disease investigations involving food-borne and water-borne diseases in food facilities, day care centers, and other facilities.
- Coordinates with public sector regarding health issues related to emergency situations involving communicable diseases, sewage spills, hazardous materials, food and water issues.
- Maintains records of inspections and other activities; writes reports and makes recommendations.
- Attends conference 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:

- Modern methods, techniques, and practices of environmental health.
- Laws, administrative rules, and guidelines governing State sanitation programs.
- Basic mathematics.

SKILL IN:

- Reading, understanding, interpreting, and applying statutes, case law, administrative rules, guidelines, and ordinances.
- Communicating effectively, both orally and in writing.
- Maintain accurate records.

ABILITY TO:

- Make thorough inspections and investigations, 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.
- 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 with classes in geology and soils (particularly morphology and taxonomy or the equivalent) AND two years' experience at a level equivalent to an Environmental Health Specialist II is required. Certification as a registered sanitarian and qualified as a "waste management specialist" according to DEQ standards. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

SPECIAL QUALIFICATIONS REQUIRED:

Current registration with the State of Oregon as a sanitarian.

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 buildings and outdoor environments 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 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.