

## IMPERIAL COUNTY

### **CLASS TITLE: ENVIRONMENTAL HEALTH SPECIALIST - REGISTERED**

#### **BASIC FUNCTION:**

Under the direction of an assigned manager, perform a variety of complex and specialized inspections and enforcement activities in support of the Environmental Health Services Division of the Public Health Department.

#### **DISTINGUISHING CHARACTERISTICS:**

The Environmental Health Specialist class requires professional registration and performs the full range of environmental health review, inspection, investigations, and enforcement activities for one or more environmental health programs. The class is distinguished from the lower class of Environmental Health Specialist Trainee by the latter's performance of more routine inspections and investigations under training conditions.

#### **ESSENTIAL DUTIES:**

Perform a variety of complex and specialized inspections and enforcement activities in support of the Environmental Health Division; lead and participates in enforcing applicable federal, State and local laws and regulations related to public health, sanitation and assigned programs.

Oversee the activities of an assigned unit or area; applies environmental health principles to protect the health of the public and environment from exposure to hazardous materials, solid waste, wastewater, sewage, contaminated water, vectors and other negative factors related to the environment.

Trains and provide work direction and guidance to assigned personnel; assign employee duties and reviews work to assure compliance with established standards, requirements and procedures; conduct staff orientations as required.

Leads and participates in the inspection of various County facilities, systems, installations and property to assure compliance with applicable public health laws and regulations; collect samples and evidence; identifies compliance issues and violations; implement enforcement and corrective actions.

Provides direction to assigned district, area and programs of advanced complexity; leads activities involved in assuring compliance with applicable standards and regulations; collaborates with other agencies and departments in enforcement and regulatory actions and activities as directed.

Serves as a technical resource to personnel, outside agencies and the public concerning environmental health and assigned programs and services; respond to inquiries and provides information concerning related standards, principles, practices, techniques, laws, regulations, policies and procedures.

Meets with business owners and operators to discuss problems and identify solutions

for violations and compliance issues; composes, distributes and responds to a variety of correspondence regarding investigative findings, compliance issues, and other related matters.

Oversees and participates in the review of plans submitted for proposed regulated facilities such as dairies, retail food facilities, solid waste facilities and public swimming facilities for compliance with standards and regulations; evaluates proposals for correction of compliance issues.

Investigates, collects evidence and writes actions for court proceedings, including citations or complaints; submits for review and court filing; testifies as witness in court proceedings as requested; organizes and participates in administrative hearings related to facilities in violation.

Compiles information and prepares and maintains a variety of records, reports and files related to daily activities, inspections, investigations, violations, compliance issues, corrective actions, grants and assigned duties; prepares and issues citations and other enforcement documents.

Reviews and processes permit applications and related documentation; prepares permits for new, expanded or modified facilities as appropriate; coordinates permit activities with other agencies.

Assist with researching, obtaining and maintain grant funds as assigned; prepares grant applications as directed; oversees grant fund expenditures and revenue.

Perform sampling of food, water, wastewater, air, emissions and others to meter, compare, quantify or qualify in relation to standards of compliance.

Communicates with staff, various outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns.

Operates a variety of equipment including tests, meters, instruments, copiers, computers and assigned software.

Maintains current knowledge of laws and regulations related to assigned programs and services; applies current laws and regulations in the resolution of compliance issues.

Provides input to supervisors and administrators regarding program status, projects, recommendations, needs, internal procedures and policies; prepares and evaluates effectiveness of work plans.

Responds to emergency situations involving environmental health such as chemical spills, food contaminations and local disasters.

Attends and participates in various meetings as assigned; presents materials and information regarding environmental programs.

Monitor progress and assure proper completion of hazardous chemical clean-up activities.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Environmental health science, principles and practices.  
Investigative methods, practices and procedures related to inspections, sampling and evidence gathering.  
Record-keeping techniques.  
Oral and written communication skills.  
Research methods and report writing techniques.  
Laws, rules and regulations related to assigned activities.  
Interpersonal skills using tact, patience and courtesy.  
Environmental health and related safety regulations.  
Technical aspects of field of specialty.  
Principles of training and providing work direction.  
Operation of a computer and a variety of assigned equipment.  
Policies and objectives of assigned programs and activities.

**ABILITY TO:**

Perform a variety of complex and specialized inspections and enforcement activities in support of the County Health Services division.  
Oversee the activities of an assigned unit or area and apply environmental health principles to protect the health of the public and environment from various negative factors related to the environment.  
Train and provide work direction and guidance to assigned personnel.  
Lead and participate in the inspection of various County facilities, systems, installations and property to assure compliance with applicable public health laws and regulations  
Identify compliance issues and violations and implement enforcement and corrective actions.  
Communicate effectively both orally and in writing.  
Prepare and deliver oral presentations.  
Operate a computer and assigned software.  
Establish and maintain cooperative and effective working relationships with others.  
Maintain records and prepare reports.  
Prioritize and schedule work.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Determine appropriate action within clearly defined guidelines.  
Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Bachelor's degree consistent with California requirements for registration as an Environmental Health Specialist and one year experience performing professional level environmental health duties that included inspection, investigation and enforcement of environmental health laws and regulations.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Certificate of Registration as an Environmental Health Specialist issued by the State of California.

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environment.

Seasonal heat and cold or adverse weather conditions.

**PHYSICAL DEMANDS:**

Driving a vehicle to conduct work.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials and perform inspections.

Walking over rough and uneven surfaces.

Speaking and hearing to exchange information.

Climbing stairs to conduct inspections.

Lifting, carrying, pushing or pulling heavy objects as assigned by the position.

Standing for extended periods of time.

**HAZARDS:**

Contact with dissatisfied or abusive individuals.

Communicable diseases.

Hazardous chemicals.

Working in a cramped or restrictive work chamber.

Toxic smoke and gases or other poisonous substances.