



JOB DESCRIPTION

Title	Environmental Health Specialist II	Created	May 2010
Department	Public Health	Revised	Jan 2024
Job Class	A 15 3	Safety Sensitive	Yes
Labor Union	AFSCME Local 2746 Courthouse/Roads	FLSA	Non-exempt

Purpose

Under the direction of the Environmental Health Supervisor, this position is responsible for oversight and performing independent inspections of licensed food service, tourist accommodation, and public pool and spa facilities; upon request, provide inspections of school, daycare, and correctional facilities; provide oversight of public drinking water systems; provide environmental health support, as needed, to other parts of the department; assist in planning, promoting and implementing programs to improve public health in the county in compliance with public health laws and administrative rules.

Essential Functions

- Independently performs sanitation inspections of licensed and unlicensed restaurants, schools, daycare facilities, swimming pools, spas, recreation and travel accommodations, mobile home parks, mobile food units, and other facilities for compliance with State and County sanitation laws and regulations; reports findings to facility operator, division manager, and appropriate state agencies; and verifies certification of food handlers.
- Conducts plan specification reviews; approves plans for mobile food units and restaurant construction for compliance with state and county sanitation and code requirements; coordinates plan reviews with other County departments involved in the building review process; and conducts pre-licensing inspections as required.
- Performs investigations and surveillance procedures for reportable communicable diseases; receives and confirms reports of communicable diseases; conducts epidemiological and/or surveillance investigations; collects appropriate laboratory specimens; and reports findings to the County health agency and appropriate state agency.
- Performs drinking water system surveys and investigations; monitors for water quality alerts, coordinates with state agencies related to groundwater protection programs.
- Prepares educational materials and provides safety training for restaurant employees, owners, school students, and other food handlers; serves as a resource to the public; and makes referrals to other County departments and community agencies.
- Trains environmental health specialists of lower grade in the departmental and state procedures for performing sanitation inspections, aspects of water quality and



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communicable diseases; and orients trainees to other State and County laws, codes, and regulations governing environmental sanitation.

- Investigates complaints concerning food, water, sewage disposal, and communicable disease as required by law and with the assistance of other county staff as needed. Recommends corrective or enforcement actions.
- Prepares accurate departmental records, prepares inspection and building site reports; drafts letters of warning; posts violation notices; and maintains accurate field notes.
- Provides technical assistance to state and county committees that are involved in public health and environmental health issues.
- Perform related duties as required.

Required Qualifications

- Must have a Bachelor's Degree from an accredited college or university with 45 quarter hours, or the equivalent semester hours, in science courses relating to environmental or physical science, natural science, engineering, and/or another closely related field approved by the Oregon Health Licensing Office.
- Must have a minimum of two (2) years of acceptable experience under the supervision of a Registered Environmental Health Specialist
- Certification as a Registered Environmental Health Specialist with the State of Oregon, as defined by ORS 700.030 is required at time of appointment.
- Annual maintenance of certification as a Registered Environmental Health Specialist through continuing education courses as required by the State of Oregon.
- Must possess and maintain driving privileges in the State of Oregon.

Desired Qualifications

- Currently certified or able to obtain certification as a certified pool operator (CPO).
- Currently certified or able to obtain 24-hr hazardous waste operations and emergency response (HAZWOPER) certification.
- Eligible to be standardized as a food safety inspector by the Oregon Health Authority – Food Safety Program.
- Experience in Oregon's onsite wastewater program and/or completion of the minimum educational qualifications for the State of Oregon classification as a Wastewater Specialist.

Knowledge, Skills and Abilities

- Demonstrated knowledge of environmental health including food service, tourist accommodation, pool and spa, school and daycare facility laws and rules; drinking water
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laws and rules; ability to interpret laws, rules and to apply sanitation concepts; ability to function in a physically demanding environment.

- Proficient in utilization of program specific cloud-based software and field lab equipment; skill at developing reports, letters, and outreach materials; skill at educating operators to achieve compliance; ability to plan, develop, coordinate, and present information in a meeting, classroom or public forum.

Physical Demands

Physical demands on position involve moving materials, carrying books and files weighing up to 20 pounds. Occasionally moves equipment weighing up to 40 pounds. A large portion of the work day will be in the field requiring physical demands of walking, bending, climbing, lifting, gripping with hands, and hearing voice conversations

Working Conditions

The work environment may be physically difficult and involve some risks and discomfort, sometimes in adverse weather conditions. There will be a need to work occasional weekends and evenings.

Supervisory Responsibility

An experienced employee in this 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.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.

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