



# JOB DESCRIPTION

<b>Title</b>	<b>Environmental Health Specialist I</b>	<b>Created</b>	March 2013
<b>Department</b>	Public Health	<b>Revised</b>	Jan 2024
<b>Job Class</b>	A 13 3	<b>Safety Sensitive</b>	Yes
<b>Labor Union</b>	AFSCME Local 2746 Courthouse/Roads	<b>FLSA</b>	Non-exempt

## **Purpose**

Under close supervision, performs a variety of technical functions for the County, including inspection and investigation of basic environmental issues and complaints regarding water resources, food safety, travel accommodations, wastewater treatment and disposal, air quality, public health, public facilities, and solid waste disposal to protect the health and safety of County residents. Work is performed at the Trainee level under the supervision of a Registered Environmental Health Specialist.

## **Essential Functions**

- Assists in the inspection of food, tourist, housing, school, institutional care and day care facilities, and public swimming pools and spas for compliance with state sanitation laws and regulations.
- Prepares and maintains a variety of inspection records, reports, and technical documentation; explains and interprets technical requirements and restrictions to customers.
- Investigates complaints and violations pertaining to a variety of environmental health hazards; implements changes to eliminate hazards as necessary.
- Assists in the investigation of communicable disease outbreaks implicating food, water or other environmental causes in public facilities or in a community; recommend necessary control measures.
- Provides information, education, and recommendations to licensed facilities and the public in response to questions pertaining to environmental health programs, local ordinances, and policies.
- Assists with reviewing construction plans of new or newly remodeled food service facilities, issuing licenses as required.

Other position responsibilities may include:

- Assists with community outreach events, information fairs, and educational and training events to advise the community of environmental control regulations, sanitation standards, and regional issues.
- Conducts health hazard surveys and assists in conducting public water system surveys; monitors and follows up on alerts.
- Assists with duties associated with the Onsite Wastewater Program



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## ***Required Qualifications***

A Bachelor's degree with 45 hours of life science coursework in environmental health, biology, or microbiology.

Eligible for registration as an Oregon Environmental Health Specialist or Environmental Health Specialist Trainee within two months of hiring.

When hired as a trainee, must complete trainee program within the Oregon Health Licensing Board timeframe to obtain a Registered Environmental Health Specialist (REHS) certification and maintain REHS certification annually.

## ***Desired Qualifications***

Current registration with the State of Oregon as an Environmental Health Specialist or Wastewater Specialist with no less than 10 quarter hours or equivalent semester hours in Introductory Soil Science, Soil Morphology, and Physical Geology, or Geomorphology.

## ***Knowledge, Skills and Abilities***

Ability to learn and interpret Oregon administrative statutes and rules governing environmental health programs.

Skill using field test equipment and lab sampling techniques.

Proficient with a computer including basic office programs and cloud-based software.

Able to plan, coordinate and present information in a meeting, classroom or public forum.

Able to listen and communicate effectively with a variety of people in both oral and written forms.

## ***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 driving, walking, bending, climbing, lifting, gripping with hands, and hearing voice conversations.

## ***Working Conditions***

Work may be physically difficult and involve some risks and discomfort, sometimes including work outdoors in adverse weather conditions. Occasionally requires work on weekends and evenings.

## ***Supervisory Responsibility***

Works under the direct supervision of the assigned supervisor or department head. Supervision of employees is not a normal responsibility assigned to this position.



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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.

Clatsop County Human Resources, 800 Exchange, Suite 330, Astoria OR 97103. 503-325-1000