

GENERAL DESCRIPTION OF CLASS

The ENVIRONMENTAL HEALTH SPECIALIST 2 inspects, surveys, and evaluates the sanitation of public facilities to determine compliance with minimum health and safety standards. Employees in this class use environmental science and disease control principles to identify potential hazards, assist in environmental health and sanitation program development, rule development and rule interpretation, and assist operators of public facilities to comply with State regulations.

DISTINGUISHING FEATURES

This is the second level of a three-level series. This class is distinguished from the lower level by functioning with a minimum of supervision while performing assigned work and providing program planning assistance. This level is distinguished from higher levels by the lack of specialized program development and guidance responsibilities.

The Environmental Health Specialist 2 conducts studies and surveys; inspects and monitors public facilities for compliance with laws and regulations; provides technical assistance and advice on health impacts; issues permits; investigates complaints and environmental problems and proposes solutions.

DUTIES AND RESPONSIBILITIES

Allocation of positions to this class will depend on the total work performed which may include one or a combination of the duties or tasks listed below.

- 1.Compliance Assurance and Investigation.** Typical tasks: performs surveys, inspections, reinspections, and complaint investigations on licensed and other public facilities (i.e. food service, shellfish, public drinking water systems, public pools, and tourist facilities); ensures that facilities that are qualified for licensing are indeed licensed; establishes documentation for preparation of legal action; establishes compliance schedules to track and document progress of compliance; consults with operators to solve associated sanitation and environmental health problems.
- 2.Program Planning Assistance.** Typical tasks: assists with developing rationale and logistics for program operation; researches legal and technical issues regarding program operation.
- 3.Technical Assistance.** Typical tasks: coordinates with other governmental agencies and works with citizens to solve problems in sanitation and environmental health situations; provides assistance during emergency event; participates on communicable disease investigations; conducts sanitation and environmental health surveys of facilities or situations to determine if there is a threat to public health, and tracks toxic substance issues.
- 4.Training Assistance.** Typical tasks: assists with organizing and coordinating training sessions for other environmental health professionals and facility operators; researches material for the development of public information (i.e. pamphlets, public notices).
- 5.Permit Review and Evaluation.** Typical tasks: provides technical assistance in preparation of reports for issuance of permits; aids applicants in the process of applying for health permits for new and existing

facilities.

6.Special Projects. Typical tasks: conducts special studies, prepares reports, provides statistical analysis of findings based on data collected from special projects.

RELATIONSHIPS WITH OTHERS

Employees in this class have in-person and telephone contact with operators and employees of licensed and public facilities, local government officials, environmental health professionals in other agencies, and citizens within that person's assigned work area. Contact is made to provide inspections, technical assistance, consultation, or to process legal actions.

SUPERVISION RECEIVED

Employees in this class receive general supervision from an environmental supervisor who occasionally reviews field reports, conducts direct observations, assesses progress and establishes workload to assure conformance with agency policy and procedures. Work is assigned verbally or in writing by the supervisor. Supervisors provide guidelines for problem solving and decision making.

GENERAL INFORMATION

Positions in this class are found in central and field locations and serve a regulatory function. They require the willingness to work within the environment associated with the position's location and purpose. They require the willingness to travel to field sites and pollution sources under adverse conditions. They require the willingness to work irregular and extended hours when responding to emergency situations. They require the willingness to work in close proximity to toxic or infectious material. They require the willingness to climb, kneel, stoop, and crouch while performing inspections or collecting samples.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

General knowledge of the theory, principles, and practices of environmental health protection and sanitation.

General knowledge of biological, chemical and physical principles used in environmental control of disease transmission and injury prevention in any of the following: food service, shellfish, public drinking water, sewage and solid waste disposal, vector control, and recreation site sanitation control programs. (Specific knowledge requirements may be based on specific job assignments.)

General knowledge of the procedures required to perform a complete sanitation and environmental health evaluation of a public site.

General knowledge of laws, procedures, and regulations controlling the sanitation and environmental health issues being reviewed or analyzed.

General knowledge of microbiology relating to contagious diseases and spoilage.

General knowledge of investigative procedures and related documentation.

Basic knowledge of technological changes applicable to the industrial or municipal source being reviewed or analyzed.

Basic knowledge of trends and new developments in the sanitation and environmental health profession.

Skill in performing at an analytical level in a sanitation and environmental health control program.

Skill in evaluating facts and determining logical action.

Skill in communicating orally and in writing with a variety of people, answering questions and explaining information or decisions.

Skill in writing investigative or narrative reports.

Skill in collecting environmental samples.

Skill in conflict avoidance and resolution.

Skill in calculating volumes, pressures, areas, weights, and costs.

Ability to apply generally accepted environmental standards to the source being reviewed.

Ability to recognize noncompliance and procedural irregularities.

Ability to apply tact and diplomacy with others to gain cooperation.

Ability to testify in administrative hearings or court proceedings.

Ability to recognize alternative solutions to health problems.

Ability to organize and prioritize work to meet mandated goals.

Ability to identify adulterated products to be disposed.

Ability to identify misuse of chemicals at facilities.

Ability to read, interpret, and apply laws, rules, and codes.

Ability to coordinate work with other agencies to solve environmental problems.

Some positions in this class may require one or more of the following:

Ability to respond to emergency situations with recommendations for handling them.

Ability to acquire registration as a sanitarian in the State of Oregon.

Ability to review the work of others to determine accuracy and adequacy of identified conditions, criteria, recommendations, and supporting materials.

Ability to independently select and apply appropriate monitoring procedures.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.