



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
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POSITION DESCRIPTION

Job Title: Environmental Health Specialist I, II, III
Department: Public Health
FLSA Status: Exempt
WC Code: 9410
Effective Date: March 1, 1996
Last Revised: August 21, 2019
Pay Grade: A16, A17, A19
Union: AFSCME

SUMMARY

Responsible for performing professional level environmental sanitation work including inspection, investigation, documentation of State laws and County ordinances and education in various areas such as restaurants and other food service facilities, day care centers, public swimming pools and spas, water systems, tourist and traveler's facilities. Work is performed under the oversight of a Sanitarian registered in the State of Oregon and the supervision of the Environmental Health Program Manager who reviews work or conformance to applicable laws and regulations. As much of the work performed is in the field, incumbents in this classification are required to exercise considerable independent judgment.

This position encompasses 3 levels of employment; Environmental Health Specialists (EHS) begin as a trainee (EHS I) until the candidate successfully passes the exam to become a registered Environmental Health Specialist with the Oregon Health Authority- Health Licensing Office (candidates starting with their certificate will automatically begin at EHS II). Trainees will operate under the restrictions as outlined by the Oregon Health Authority- Health Licensing Office.

Environmental Health Specialist Trainee (EHS I) – Starting Pay Grade A16

Environmental Health Specialist (EHS II) – Starting Pay Grade A17

Environmental Health Specialist Supervisor (EHS III) – Starting Pay Grade A19

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in the classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

EHS I:

1. Performs evaluations, field inspections and investigations in the enforcement of state laws and County ordinances related to environmental health including restaurants and other food service facilities, day care centers, public swimming pools and spas, water systems, tourist and traveler's facilities.
2. Advises owners, operators and contractors of any deficiencies and explains regulations; determines corrective measures and implements compliance schedules.
3. Receives and investigates public complaints regarding environmental health hazards; evaluates problem and

implements corrective procedures or refers to appropriate agency.

4. Studies and prepares for the state Environmental Health Specialist exam, and earns their EHS license within 2 years of employment.
5. Prepares reports and letters of findings of inspections/investigations.
6. Other duties as assigned by supervisor

EHS II (In addition to above):

7. Approves and issues operating permits, license renewals, site approvals, construction approvals and certificates of inspection.
8. Performs epidemiological investigations in collaboration with CD Nurse for identification of source with suspected and confirmed food borne, waterborne or environmental caused disease; assesses situation and determines necessary follow-up actions.
9. Answers inquiries from, and provides assistance to, contractors, builders, architects, business owners/operators, school personnel, other governmental agencies, and the general public relating to the interpretation of laws and regulations pertaining to environmental sanitation.
10. Develops and provides environmental health education presentations to schools and community groups.
11. Serves on state-wide and local boards, commissions and committees concerned with environmental health issues.

EHS III (In addition to above):

12. Provide supervision of the EHS program, including staff management, scheduling, conflict resolution, and job assignment.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibilities are limited to EHS III employees only.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

EHS I – A qualifying Bachelor's Degree as determined by the Oregon Health Authority- Health Licensing Office

EHS II – Above requirements, in addition to being a registered Environmental Health Specialist with the Oregon Health Authority- Health Licensing Office

EHS III – Above requirements, in addition to 2 years of supervisory experience

JOB IMPACT

The consequence of error could have an adverse impact on public safety and legal liability due to an accident or illness where codes were not enforced or in compliance.

JOB CONTACTS

Contacts are with County, City and State departments and agencies, restaurants owners and employees, and the public to give and exchange information relating to the interpretation of laws and regulations pertaining to environmental sanitation.

LANGUAGE SKILLS

This position requires working with owners, managers, developers, other involved parties, Federal and State agencies, other County departments, and the general public in the investigation of environmental health hazards. The ability to communicate effectively both verbally and in writing; establish and maintain effective working relationships with State and Federal agencies, other employers and the general public; interpret and apply environmental health laws and regulations; make thorough investigations and prepare clear and concise reports; and deal tactfully with the public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITIES

Ability to work independently and exercise initiative and judgment in completing tasks and responsibilities. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. The work involves dealing with individuals who may become irate and/or enraged when decisions/inspections do not go their way or who are placed under enforcement mandates and schedules.

OTHER SKILLS AND ABILITIES

Performing field work requires working in all types of weather conditions in isolated situations, in various types of terrain situations (steep slopes, climbing fences) and in areas of potential environmental health hazards. The position is on-call on a rotating basis to respond to emergency situations which are infrequent (2-3 times per year). Incumbents are also required to perform scheduled weekend and after hours inspections.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of, or ability to obtain, a valid Oregon Driver's License and a safe driving record.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing and a background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; and extreme heat. The noise level in the work environment is usually moderate to loud.

PHYSICAL REQUIREMENTS

The physical demands described here 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.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting strength	# of pounds = 50lbs			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Speech, Vision & Hearing					
<input type="checkbox"/>	Distinguish colors	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>		
<input type="checkbox"/>	Distinguish shades	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	Depth perception	Describe:	Driving Motor Vehicle		
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: Conversational levels			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
Exposure - Environmental Factors					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dust	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>