

**Walla Walla County
Position Description**

JOB TITLE: Environmental Health Specialist I

DEPARTMENT: Community Health

REPORTS TO: Program Manager, Environmental Health

PAY GRADE: 5, Full-time (40 hours/week); Benefits Apply

JOB SUMMARY: This is an entry level environmental health position. The Environmental Health Specialist I performs detailed professional environmental health inspection, evaluation and enforcement duties consistently exercising judgment and discretion to determine compliance with federal, state, and local regulations and policies. The employee in this position is expected to function effectively and independently in assigned areas of responsibility, enforcing the full range of environmental health programs including, but not limited to; food protection, on-site sewage disposal, drinking water supplies, solid waste handling, schools, swimming pools, insect and rodent control and epidemiology. A supervisor is generally available to review preliminary findings and discuss difficult or sensitive problems. Tact and diplomacy are required during extensive public contact to explain legal and administrative requirements in seeking compliance with regulations. The person in this position must maintain a professional relationship with Community Health Department staff and with staff of other public agencies concerning the regulatory responsibilities handled by the health department. Health education is an important role for this position. The employee is expected to meet the requirements of an Environmental Health Specialist II within three (3) years of hire.

SUPERVISORY RESPONSIBILITIES: Supervision is not a normal responsibility of this position.

ESSENTIAL FUNCTIONS:

- Carries out specifically assigned programs and their requirements in a full range of environmental health programs including, but not limited to; food protection, on-site sewage disposal, drinking water systems, solid waste, schools, swimming pools, insect and rodent control and epidemiology.
- Consults and educates clients in the office and by telephone regarding all program areas.
- Processes permit applications, inspection reports and other paperwork associated with environmental health programs.
- Conducts educational programs including food worker classes.
- Participates in planning, training and response in public health emergencies as assigned.

EXAMPLE OF DUTIES:

- Issues permits for and inspects on-site sewage disposal system installations to determine compliance with county and state regulations.
- Conducts on-site visits and evaluates soil test holes prior to installation of sewage disposal systems.
- Reviews proposed short and long plats to assure compliance with state on-site sewage and water regulations.
- Assists property owners with design and placement of their on-site wastewater disposal systems.
- Advises and consults with private well owners regarding matters of well construction and safe drinking water.
- Conducts on-site investigations regarding complaints and determines necessary action for abatement.

- Issues permits for and conducts routine inspections of retail food service establishments such as restaurants, grocery stores, taverns, wineries, concessions, mobile food units, temporary food booths and vending machine operations to determine compliance with county and state regulations.
- Performs plan reviews for proposed food service establishments.
- Collects bacteriological and nitrate samples from private homes upon request when real estate and loan transactions are pending.
- Works closely with public water systems to assure compliance with state and federal regulations.
- Conducts sanitary surveys of public water systems and reviews new small public water system plans.
- Performs field inspections for the purpose of evaluating, regulating and making sound public health recommendations regarding, swimming pools, primary and secondary schools, rodent and insect control, nuisance complaints, animal bites, chemical and physical hazards, solid waste sites and general living environment.
- Educates food workers' classes, community groups, schools, newspapers, and other professionals regarding environmental public health issues.
- Conducts epidemiological investigations associated with foodborne illness, water contamination, rabies control and vector-borne outbreaks.
- Maintains complete, accurate and up-to-date records of inspections and other activities.
- Independently performs other investigations and assignments of a similar nature and complexity.
- Regularly attends continuing education workshops and trainings to prepare for the Registered Sanitarian exam and the On-site Wastewater Treatment Systems Inspector exam. The employee must also attend required training to become qualified for water system sanitary surveys, if applicable.
- Participates in quality assurance and quality improvement programs.

EQUIPMENT TO BE USED: Automobile, laboratory equipment, chlorine test kit, nitrate test kit, swimming pool test kit, hand level, measuring tape and wheel, shovel, thermometer, computer, telephone, cell phone, copy and fax machines.

WORKING ENVIRONMENT/ PHYSICAL ABILITIES:

- Working conditions are a mixture of office and field work. Field work may be conducted outdoors, sometimes in inclement weather, or indoors depending on the nature of the work to be done. The person in this position must be prepared to work effectively in a wide range of working conditions
- Ability to drive an automobile, fly in an airplane and travel as required.
- Ability to lift and carry twenty-five to forty (25-40) pounds.
- Ability to tolerate environmental conditions such as odors, pets, dead animals, and tobacco smoke.
- Ability to navigate uneven surfaces (i.e.: new proposed building sites, steep slopes, soil test holes).
- Requires manual dexterity and visual acuity to operate personal computers, hand levels and lab equipment.
- Requires sufficient hearing and speech ability to communicate verbally.

KNOWLEDGE AND ABILITIES:

- Knowledge of the principles, practices and applications of environmental health as applied in the public health field.
- Ability to write clear reports, organize materials and communicate professionally, effectively, and diplomatically with the public and other professionals both orally and in writing.

- Ability to maintain a professional working relationship with the public and other agencies in a manner which promotes a positive image of the Community Health Department and Walla Walla County.
- Ability to interpret and obtain compliance with regulations and to accurately assess corrective action required in a tactful, firm, and professional manner under stressful conditions.
- Ability to manage office and field time efficiently in order to complete all work assigned.
- Ability to utilize computers with applications in word processing, spreadsheets, databases, and PowerPoint presentations.
- Knowledge of the legal and administrative requirements of all program areas enforced by the Environmental Health Division.
- Knowledge of the principles of on-site sewage disposal, safe drinking water, food handling, vector-borne disease control, solid waste handling and epidemiology of communicable disease.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited four (4) year college or university with a Bachelor of Science Degree involving major study in environmental health, sanitary science, bacteriology, public health, biology, or other closely related science is required. Must have a minimum of forty-five (45) quarter hours or thirty (30) semester hours of basic or natural sciences.
- Previous experience as an Environmental Health Specialist is not a requirement for this position.

LICENSES AND OTHER REQUIREMENTS:

Must successfully pass a background check and a driving record check.

- Valid driver's license and have a driving record acceptable to the county's insurance provider.
- Access to a vehicle and proof of liability insurance.
- Provide documentation of immunization status, proof of immunity to vaccine preventable diseases, or sign an exemption and participate in the employee health program.
- Certifications or registrations within three years of hire to include:
 1. Registration as a Sanitarian with the Washington State Board of Registered Sanitarians,
 2. Certificate of Competency as an On-site Wastewater Treatment Systems Inspector, issued by the Washington State Department of Licensing, if applicable. (Must be obtained within two (2) years of beginning work in the on-site sewage program.)
 3. Certification by the State Department of Health as qualified to conduct public water system sanitary surveys, if applicable.
- Must not use tobacco products or electronic vaping devices.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR
EMPLOYMENT**