

POSITION DESCRIPTION

Classification:	Environmental Health Specialist III
Title:	Environmental Health Specialist III
Employee Name:	
Program:	Land Use and Safe Environments
Division:	Environmental Health
FTE:	1.00
FLSA:	Non-Exempt
Represented Status:	PTE – Environmental Health Unit
Salary Range:	104
Position Number:	
Effective Date:	October 24, 2018
Revised From:	January 1, 2018

Definition:

Under direction of assigned Environmental Health (EH) Section Supervisor (or other EH management staff), incumbent is an experienced environmental health specialist who performs a wide range of activities in the Environmental Health Division. Individuals assigned to this position are expected to apply a thorough understanding of food, water and waste-borne communicable diseases, potential public health risks associated with solid and hazardous waste and their means of transmission and control to work situations that are varied as well as routine.

The position will provide technical support and consultation to the assigned section staff. The Lead Sanitarian is expected to participate in program planning, development of policies, procedures and regulations, program implementation and evaluation as well as providing technical support to field staff and performing fieldwork as assigned. May require some weekend work and adjustments to normal working hours as required to conduct inspections.

Work is performed under limited supervision requiring independent judgment, discretion, and initiative. The supervisor sets the overall objectives and resources available. The incumbent and supervisor work together to develop the deadlines, projects, and work to be completed. The incumbent is responsible for the work: he/she plans and carries out the assignment, resolves most conflicts that arise, coordinates work with others, and interprets policies on his/her own initiative in terms of established objectives. The incumbent keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, and/or effectiveness of results.

Examples of Work Performed:

- Perform all duties associated with an EHS II.
- Serve as a direct and principal source of technical assistance and guidance to assigned section staff.
- Organize section staff, occasionally assign work and conduct special projects.
- Maintain a professional relationship with other public agencies and private individuals engaged in business with the District.
- Analyze data and reports and make recommendations to the Section Supervisor concerning public notification, public health advisories and Health District policies, procedures and regulations.
- Provide instruction and training for section staff including quality, quantity and consistency of work.
- Keep section staff updated as to current regulations, practices and policies.

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- Provide technical support and leadership to professional and technical staff; provide trouble shooting, technical report writing, record keeping and project analysis.
- Serve as the lead on program area disease, injury and or environmental threat investigations.
- Coordinate section workload and activities.
- Organize public information and education programs.
- Represent SHD on interagency committees, workgroups, and at public meetings.
- Attend meetings of relevant outside agencies and groups as needed and present testimony at public hearings and/or legal proceedings.
- Grant and contract preparation and reporting.
- Implement and evaluate Health District responsibilities outlined in program area grants and contracts.
- Interprets and applies District policies and guidelines.
- Provides oversight on quality improvement projects for the Section.
- Reviews staff work for accuracy, appropriateness, and timeliness.
- Provides feedback to staff regarding their fieldwork observations and assessments.
- Assists with training staff on use of new technology and inspection tools.
- Offers technical and troubleshooting assistance to staff on use of technology (EC/ECR/ECO) and other inspection tools.
- Ensures section staff is updated on current regulations, practices, and policies.
- Preparation of reports and other statistical data as requested.
- Maintains active field workload or other program responsibilities as determined by Section Supervisor.
- Performs extensive review, evaluation, and oversight of all program areas.
- Organizes, prepares agendas, and conducts staff meetings.
- Organizes general public information and educational programs relative to program areas.

Associated Duties:

- Performs other related duties as requested by EH supervisor or other EH management staff.

Knowledge, Skills and Abilities:

- Knowledge of field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in this description.
- Knowledge of principles, procedures, functions and practices in the environmental health field.
- Knowledge of disease potential and transmission and association with Environmental Public Health.
- Knowledge of environmental health programs, goals and objectives.
- Knowledge of general to complex mathematics.
- Knowledge of methods and techniques of conducting research, analysis and report preparation.
- Knowledge of computer operation and a variety of software including word processing, spreadsheet, database and other applications related to the area of assignment.
- Knowledge of environmental protection programs, laws, regulations and policy processes.
- Knowledge of safety policies, practices, and personal protective equipment.
- Knowledge of data collection, analysis, investigation and interpretation techniques.
- Knowledge of federal, Washington state and local environmental regulations.
- Knowledge of safety procedures for handling hazardous materials and cleanup standards for contamination problems.
- Knowledge of field occupational and environmental hazards and worker safety procedures.
- Skilled in effectively operating computer systems in the area of assignment; making program modifications and troubleshooting problems.
- Skilled in performing tasks within area of assignment.
- Ability to evaluate facilities, plans, activities, etc. associated with program area.
- Ability to utilize correct English usage including grammar, spelling and punctuation.
- Ability to establish and maintain effective working relationships with staff, District officials, colleagues, professionals, and the public.
- Ability to perform work under pressure for deadlines.

- Ability to listen attentively and communicate effectively and persuasively, both orally and in writing, including making presentations to diverse audiences.
- Ability to apply sound independent judgment, creativity and logical thinking to obtain potential solutions to unique problems and to make reasoned decisions within the scope of knowledge and authority or refer to the appropriate person.
- Ability to use tact, discretion, respect and courtesy to establish and maintain effective working relationships with co-workers, volunteers, officials, representatives of other agencies and businesses, and diverse members of the public.
- Ability to read, understand, interpret and appropriately apply the terminology instructions, policies, procedures, legal requirements and regulations pertinent to the area of assignment.
- Ability to assure that confidentiality is maintained as required and sensitive information is handled appropriately.
- Ability to fulfill the commitment of the District to provide outstanding customer service.
- Ability to be attentive to detail, consistently follows written and oral instructions and guidelines, and maintains a high degree of accuracy and complete records.
- Ability to work both independently and cooperatively within a collaborative team-oriented environment.
- Ability to maintain current knowledge for assigned areas and adapt to new technologies, keeping technical skills up to date.
- Ability to deal with the public in a courteous manner in situations which can be confrontational.

Job Location, Working Conditions and Equipment Utilized:

Work is performed in a variety of settings, such as an office and various community based settings utilizing agency vehicles, telephones, audio-visual equipment and other standard office equipment including a personal computer. The incumbent will generally work in an office setting or out in the community at various settings. While performing field work, the incumbent is regularly required to work outdoors in a variety of weather conditions and walk on rough, uneven or rocky surfaces. The noise level in the work environment is usually moderate. Work may include traveling to community organizations; other travel may include local or statewide for meetings and other forums. Travel is required to locations both in and out of the County, including some early morning and evening meetings, with potential for overnight travel.

May occasionally be required to work a varying schedule which may include evenings and weekends. Duties require carrying a cell phone or other electronic device as well as being available to work as needed to meet District needs, which may include evenings, weekends and holidays.

May be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

Bloodborne Pathogens Exposure: Category II. Tasks typically do not involve exposure to blood, body fluids or tissues, but job may require performing unplanned Category I tasks.

Required Physical Traits:

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Working conditions and physical demands vary by assignment.

- Requires manual and finger dexterity and hand-eye-arm coordination to write and to operate computers and a variety of general office equipment. Requires mobility to accomplish other desktop work, retrieve files, and to move to various District locations.
- Requires visual acuity to read computer screens, printed materials, and detailed information; specific vision abilities required by this classification include close vision, distance vision and color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Required to use hand to eye coordination, handle, feel or operate objects, tools, or controls.

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- May involve occasional kneeling, squatting, crouching, stooping, crawling, standing, bending, climbing (to stack, store or retrieve supplies or various office equipment or files).
- The incumbent is frequently required to stand and/or walk for extended periods of time; walk on uneven surfaces; sit; climb or balance; stoop, kneel crouch, or crawl; and smell in the performance of field and office duties.
- Duties require the incumbent to carry supplies and/or equipment up and down stairs as well as into and out of a vehicle on a daily basis.
- Lifting and carrying up to 20 pounds is required continuously, and up to 50 pounds occasionally with or without assistance (Example: a box of copy paper).
- Requires the ability to communicate with others orally, face to face and by telephone.

Education and Experience Required:

Education: Bachelor's Degree in Environmental Health or a related field.

Experience: 2 years of experience working in an Environmental Health program.

Or: In place of the above requirement, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed above.

Licenses, Certifications and Other:

- Valid Registered Sanitarian certification through the Washington State Board of Registered Sanitarians or the National Environmental Health Association; maintaining status as a registered sanitarian is required as a condition of this classification.
- Valid Washington State Driver's license or ability to obtain one within 30 days of hire and a driving record which meets the requirements of Snohomish Health District's insurance carrier
- Background check pursuant to RCW 43.43.830

Acknowledgement: Position description reviewed by Employee and Manager

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Assistant Director Signature: _____ Date: _____

Director Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.