



700 Columbine St., Sterling, CO 80751 - (970) 522-3741 – (877) 795-0646 - www.nchd.org

NORTHEAST COLORADO HEALTH DEPARTMENT

JOB TITLE:

ENVIRONMENTAL HEALTH SPECIALIST

Full Time, Exempt

UPDATED: February 2020

SALARY RANGE: \$37,000.00 - \$43,000.00

GENERAL STATEMENT OF DUTIES:

Performs environmental health inspections and investigations as required by state and local laws, rules, and regulations. Provides environmental health consultation and upholds a strong sense of customer service in all working operations. Inform, educate, and train the public on Environmental Health issues and compliance. Expected to perform professional duties using advanced knowledge and training in the field of environmental health science and express the ability to use discretion and independent judgment.

SUPERVISOR:

This position reports to the Environmental Health Manager

PRIMARY DUTIES AND RESPONSIBILITIES:

Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class. The Northeast Colorado Health Department retains the right to modify or change the duties or essential and additional functions of the job at any time. All responsibilities may not be performed by all incumbents.

Investigates the environmental health conditions; initiates issuance of orders and instructions to maintain compliance with environmental health requirements of laws, rules, and regulations.

Ability to independently interpret, provide guidance, and make sound decisions using knowledge and/or training in environmental health science to maintain compliance with environmental health laws, rules and regulations.

Collects samples for physical, chemical, bacteriological or pathological analysis, performs a variety of field tests to demine proper and safe operation of equipment and facilities.

May perform water testing and all other required tasks in the laboratory as required.



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Makes inspections of industrial, commercial, public, or private facilities to assure continued compliance with environmental standards. Notifies owners or operators of unsafe, inadequate or non-complying conditions; maintains records of contacts made and conditions encountered.

Explains finding of investigations, field tests, and laboratory analysis to owners and managers of establishments and occupants of premises subject to environmental health requirements. Ability to keep records and prepare clear and concise reports.

Performs file data input into computer systems associated with environmental health programs.

Reviews and recommends approval of plans and specification for routine situations. Issue permits as appropriate.

Perform inspection of schools and childcare facilities for State regulatory compliance.

Must be able to use gained knowledge and training in environmental health science to analyze, interpret, and/or make decisions from varying scientific theories, facts, or circumstances (e.g. microbiology, food safety, disease control, sanitary science, soil science, water quality, waste water treatment, zoonotic disease, air quality, etc.). Expected to perform professional duties using advanced knowledge and training in the field of environmental health science and be able to use discretion and independent judgment.

Attends meetings and formal training programs devoted to public health topics as directed and approved.

Participates in community outreach activities to promote understand and support of environmental health programs.

Serve on committees, teams and other agency projects as directed and approved.

Work is expected to be varied in nature and may require working in variety of environmental health science programs in a given day (e.g. consumer protection, water quality, air quality, disease control, sanitary survey, on-site waste water systems, zoonotic disease, emergency preparedness and response)

Performs other duties as assigned and required.

KNOWLEDGE, SKILLS AND ABILITIES:

Education and Experience:



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Preferred bachelor's degree from an accredited college or university with major coursework in environmental health or a related science field or attainment of a bachelor's degree from an accredited college or university with a minimum of 30 quarter hours of academic work in the physical, biological, chemical, or sanitary sciences.

Consideration may be given to those with an associate's degree and a considerable combination of relevant academic training and experience.

Eight years of appropriate and relevant experience may be substituted for a bachelor's degree.

Special Qualifications:

Must have a valid Colorado drivers' license, reliable vehicle, and be willing to travel as needed by the department.

Knowledge of:

- Principles, practices, theories, and objectives of environmental health preferred

Ability to:

- Ability to negotiate and resolve conflict with members of the general public.
- Requires ability to work outdoors in all types of weather conditions and ability to walk and navigate on all types of terrain.
- Requires ability to frequently drive a vehicle in all types of weather conditions.
- Requires color vision to distinguish titration/chemical reaction to color changes. Requires correctable vision to observe sampling activities and conduct investigations of health situations.

WORKING ENVIRONMENT:

Activities involve standing, sitting, driving, stooping, kneeling, climbing, lifting and carrying up to 50 pounds, transferring objects, reaching, pushing and pulling. Office equipment will be used including calculators, copy machines, telephones, keyboards and computers. Skills and activities require fine motor dexterity, good vision, good hearing and clear speaking. May require occasional work in industrial and construction areas and experiences exposures to machinery, electrical hazards, and excessive noise.

Travel is expected of all staff. Stairs are present in many offices.

The climate and/or temperature may not be comfortable at times.



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HIPAA STATEMENT

Maintain sensitive and confidential client information according to the HIPAA policy.

EMERGENCY PREPAREDNESS AND RESPONSE DUTIES

Employee responds, as required to support public health emergencies, incidents, and events. Employee participates in all exercises and drills on emergency preparedness, as required. Completes trainings identified as appropriate for this level employee.

EQUIPMENT USED

Sampling equipment used in environmental health investigations and studies. Standard office equipment including, but not limited to, calculators, copy machines, telephones, keyboards, and personal computer and associated hardware and software

Northeast Colorado Health Department is a non-smoking and drug-free workplace.

OTHER

The Environmental Health Specialist position is a temporary full-time position funded by grants, donations and short term funding sources. While there is no guarantee of continued employment if funding is discontinued, NCHD will attempt to place the affected employee in a position of equal responsibility and wage, if a position is open and available.