



ENVIRONMENTAL HEALTH SPECIALIST I

Division: Environmental Health
Work Location: All Offices
FLSA Status: Non-Exempt
Job Family: Professional/Technical/Supervisory
Effective Date: January 2023
Revision Date: July, 2014
January, 2011
June, 2006

Salary: \$25.00 / Hr

GENERAL STATEMENT OF DUTIES

Following extensive training in each environmental health program, performs basic inspections and investigations as required by laws, rules, and regulations of the state of Colorado and Northeast Colorado Health Department. Documents violations and recommends the initiation of enforcement action to supervisor. 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.

REPORTING RELATIONSHIPS

Supervision Received:
Environmental Health Administrator

DISTINGUISHING CHARACTERISTICS

This position is the entry-level job in the Environmental Health Specialist job series. This position is typically characterized as a training level job staffed by entry level incumbents who have less than 2 years of experience as an environmental health specialist.

ESSENTIAL DUTIES

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.

Makes inspections of industrial commercial, public, or private facilities to assure continued compliance with environmental standards. Notifies owners or operators of unsafe, in adequate 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.

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 all administrative duties for the division as assigned.

If assigned, coordinates, as a team lead, one or more specialized programs, within the EH Division.

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, wastewater 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.

ADDITIONAL DUTIES

Attends 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.

Performs other duties as assigned and required.

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, wastewater treatment, zoonotic disease, emergency preparedness and response)

EMERGENCY PREPARDNESS/AFTER HOURS 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.

KNOWLEDGE, SKILLS, AND ABILITIES

Education and Experience:

Requires a Bachelor's Degree from an accredited college or university with major coursework in environmental health or a related 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 a high school graduate who is at least 21 years of age with 4 years of experience in the field of environmental health while in the employment of a governmental health agency, the armed forces, or other relevant occupation. Combination of academic training and relevant experience shall be equated one for one.

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:

- Learn the principles, techniques, and practices as related to environmental health in a community public health program.
- Communicate with the general public in establishing and maintaining reasonable standards of environmental health in the interest of public health.
- Negotiate and resolve conflict with members of the general public.
- Keep records and prepare clear and concise reports.
- Represent the department favorably to the public.
- Work productively with other staff members and ability to be a team player.
- Establish and maintain effective working relationships with the public, community-based organizations, and other agencies.
- Perform professional duties using advanced knowledge and training in the field of environmental health science and use discretion and independent judgment.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Activities involve: standing, sitting, driving, stooping, kneeling, climbing, lifting and carrying up to 50 pounds occasionally, transferring objects, reaching, pushing, and pulling. Incumbent experiences occasional exposures to toxic compounds, gases, and fumes. Requires occasional work in industrial and construction areas and experiences exposures to machinery, electrical hazards, and excessive noise.

- 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 negotiate restricted pedestrian pathways obstructed by equipment necessary to the particular operation.
- Requires ability to frequently drive an automobile 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.

- Requires sufficient hearing and speech ability to communicate verbally in response to inquiries, complaints, and to speak to groups of people in an education presentation.
- Requires manual dexterity to operate computer equipment and test equipment.

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.

Medical insurance options at the beginning of the month after hire

Dental insurance options at the beginning of the month after hire

Vision insurance options at the beginning of the month after hire

Voluntary benefit options available at the beginning of the month after hire

PERA Retirement upon hire

401K participation Available

PSLF Eligible employer