



COUNTY OF LASSEN
JOB DESCRIPTION

CLASS TITLE:	Assistant Environmental Health Specialist/ Environmental Health Specialist I	CLASS CODE	EH04
DEPARTMENT:	Department of Planning and Building Services	UNIT	UPEC
REPORTS TO:	Director of Environmental Health Services Division	FLSA STATUS	Non-Exempt
BOARD APPROVAL		RANGE	20/23

DEFINITION

Under close supervision and with detailed instructions and specific standards, incumbent gathers data on environmental issues; perform preliminary environmental analysis, research, surveys, investigations, and studies of less difficulty; prepare preliminary drafts of reports; prepare drafts of routine correspondence; answer questions of a routine and minor nature from the public; and do other related work. Work at this level is characterized by a reliance on detailed instructions and assistance from higher graded Environmental Specialists in the application of proven techniques and methodologies to assigned work.

Assistant Environmental Health Specialist: Meets the education and experience requirements detailed in this job description, but does not possess a *"letter of eligibility for employment as an Environmental Health Trainee"* issued by the California Department of Public Health. Cannot perform work as an Environmental Health Trainee. Advancement to Environmental Health Specialist I is automatic once an employee secures a letter to work as a Trainee from the California Department of Public Health.

Environmental Health Specialist I: Fully meets all education and experience requirements and possesses a *"letter of eligibility for employment as an Environmental Health Trainee"* or certification as a Registered Environmental Health Specialist.

DISTINGUISHING CHARACTERISTICS

This is the entry level and first working level of the class. Assignments are initially performed with close supervision and instructions in a narrowly defined program area. As experience in Environmental Health is attained, the level of independent action will increase. Promotion to the Environmental Health Specialist II is without further competition upon completion of the State of California licensing requirements as a Registered Environmental Health Specialist and with the recommendation of the Department Head.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of the Environmental Health Services Division. May receive specific assignment assistance from higher level Environmental Health Specialist.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following (All duties may not be performed by all incumbents and the Assistant Environmental Health Specialist is not authorized to perform any duties requiring possession of a letter from the California Department of Public Health as a Trainee or possession of a valid Environmental Health registration):

- Assists with and learns to conduct investigations and tasks in all Environmental Health program areas including: food and consumer protection, sewage disposal and liquid waste management, housing and institutions, land use, recreational health, water supply protection,



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solid waste management, public nuisances, hazardous materials management, underground storage tanks, vector and rabies control.

- Conducts investigations of public or private sanitation-related nuisances or complaints.
- Makes inspections of public and private recreational facilities and swimming pools.
- Makes housing inspections to determine health and safety compliance with appropriate laws and standards.
- Takes water, sewage, soil, and waste samples and interprets data.
- Explains environmental health laws and regulations to the public.
- Reviews plans for new subdivisions and recommends suitable water and sewage installations.
- Reviews and recommends changes in building plans to comply with Environmental Health regulations and standards.
- Conducts on-site evaluations of sewage disposal systems.
- Conducts hazardous materials storage, treatment, disposal, reduction, and reuse inspections.
- Works with various Environmental Health committees and groups.
- Makes abatement recommendations and instructs communities in control methods.
- Establishes and maintains liaison with representatives of State, Federal, and local agencies and commissions.
- Assists in the dissemination of information about Division operations to promote general knowledge of community social services to the community; interpret local concerns, needs, and objectives to state officials, and community/political concerns to staff.
- Make public presentations before the Board of Supervisors, professional organizations, or public groups to provide information on Departmental programs and goals.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED

Knowledge of:

Chemical, biological, physical, and environmental sciences.

Basic principles and practices of Environmental Health and hazardous waste inspection, review, compliance, consultation, and enforcement.

Sampling techniques and standards.

Computerized Environmental Health database and information systems.

Principles and practices of quality customer service.

Federal, State and local laws governing Environmental Health services.



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Environmental Health issues, concerns, and problems.
Community resources and demography.
Program and grant development, coordination and evaluation.
Governmental codes, laws, rules and regulations, legislative process, and practices and policies relating to Environmental Health service programs.
Inter-governmental relationships and regulations affecting community service delivery.

Ability to:

Assist with and learn to perform a variety of Environmental Health and hazardous waste investigations and inspections.
Collect, analyze, and interpret environmental data, reaching valid conclusions.
Read, interpret and apply policies, regulations, and procedures regarding Environmental Health inspections and investigations.
Effectively represent Environmental Health in contacts with the public and other agencies.
Communicate effectively orally and in writing.
Make public presentations to community groups.
Maintain strict confidentiality of information received in the course of work performed.
Coordinate assigned tasks with community organizations and other government agencies.
Establish and maintain cooperative working relationships.
Analyze complex administrative and regulatory problems, evaluate alternatives and adopt effective courses of action.
Execute Departmental policies and procedures.
Analyze situations accurately and take effective action.
Prepare and present clear and concise correspondence, reports, and recommendations.
Use standard office computers for word processing and spreadsheets.
Ability to work cooperatively with other employees.

Education and Experience

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities. A desirable combination is:

Experience:

Some experience in the duties of an Environmental Health Specialist preferred.

Education:

Bachelor's Degree or advanced degree with a major in biological, chemical, physical, or environmental science, or a closely related scientific discipline is required. Admission to a



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masters or doctoral degree program in biological, chemical, physical, or environment science, or a closely related scientific discipline shall be considered to meet these educational requirements.

Licenses and Certifications

Assistant Environmental Health Specialist:

Possession of, or ability to obtain, a California driver's license.

Environmental Health Specialist I:

Possession of a valid letter of eligibility for employment as an Environmental Health Trainee from the California Department of Public Health.

Possession of, or ability to obtain, a California driver's license.

Physical Demands:

The physical demands and work environment 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is often required to travel to perform work in both an indoor and outdoor environment – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision to input and access information from a computer system.

Work is usually performed in an office environment as well as on-site. Takes precautions in accordance with industry standards to avoid contact with septic and contaminated water. Contact with members of the public who may be argumentative. The noise level in the work environment is usually quiet.