

**Job Description**  
**Environmental Health Specialist I**

**Note:** The following job description is not intended to be all-inclusive of duties, requirements, qualifications, etc of/for the position.

**Description**

The Environmental Health Specialist I performs inspections and investigations of public and private establishments and other environmental situations to ensure compliance with local and state health and safety codes.

Will work in assigned programs to include but not limited to retail food establishments, childcares, marijuana facilities, and body art facilities, or wastewater and solid and hazardous waste.

**Supervision:**

- Received: Environmental Health Specialist III and Executive Director

**Duties**

- Conducts inspections of industrial, commercial, public, or private facilities to ensure continued compliance with public health standards. Notifies owners or operators of deficiencies or violations; maintains records of contacts made and conditions encountered. Performs data entry of inspection results and reports findings and conditions to appropriate parties.
- Collects environmental health-related samples such as food, air, water, or vectors.
- Monitors environmental interfaces of animal to human diseases.
- Reviews design plans for the construction of on-site wastewater treatment systems and inspects sites throughout installation process as assigned; reviews soil and site soil classifications and approves/disapproves results submitted.
- Educates owners, operators, students, and the general public on environmental health issues and regulations.
- Prepares written and verbal reports. Enters findings, including daily activities, into electronic database.
- Conducts and coordinates plan reviews and pre-operational inspections for regulated facilities.
- Investigates routine and non-routine complaints. Provides follow-up action.
- Obtains compliance with public health laws and regulations through administrative enforcement procedures. Works with Program Manager to expedite enforcement action.
- Participates in special team assignments, such as food borne illness investigations.

- Participates in committees related to program activities and responsibilities.
- Participates in community outreach and news media/social media activities to promote health protection and understanding and support of environmental health programs.
- Participates in departmental emergency planning and response activities.
- Promotes public health within the community.
- Takes personal responsibility to provide exceptional customer service in order to promote and maintain a positive Public Health image, constructive working environment, and foster pride and professionalism in the workplace and community.
- Performs other duties as required.

### **Emergency Preparedness and Response**

- Responds, as required, to support public health emergencies, incidents, and events. Employee participates in all exercises and drills on emergency preparedness and response, as required. Completes trainings identified as appropriate for this level employee and initiates corrective actions and responses pursuant to Federal, State, and Local laws, statutes, and regulations.

### **Knowledge, Skills, and Abilities:**

- Knowledge of principles, techniques, practices, and procedures as related to environmental health.
- Knowledge and understanding of Las Animas and Huerfano Counties agency policies and procedures.
- Ability to learn environmental rules, regulations, and statutes.
- Ability to communicate, motivate, and organize projects among a broad spectrum of personnel, frequently under deadline pressure.
- Ability to exercise professionalism, tact, and courtesy in establishing and maintaining effective working relationships with co-workers, outside agencies, and the public.
- Skill in prioritizing and organizing multiple tasks and the ability to complete projects in a timely manner. Skilled in the coordination and delegation of work functions; promotes an organizational shared vision.
- Ability to respond in a flexible manner and reprioritize work as situations change.
- Ability to demonstrate sound judgment by taking appropriate actions regarding questionable findings or concerns.
- Ability to identify problems and work creatively to resolve them, considering the impact of actions on Public Health.
- Ability to write clearly and concisely and maintain accurate records and reports to meet management objectives.
- Ability to work independently and in a team environment.
- Skilled in training and presentation.
- Ability to perform under pressure and when confronted with persons acting under stress. Ability to travel using own transportation on a daily basis.
- Ability to identify results of efforts and potential problems and to develop and recommend corrective actions.
- Ability to maintain the security of sensitive and confidential information.
- Skill in using a computer and various software packages, including Microsoft Office, and performing accurate data entry.

- Maintain regular and punctual attendance.

### **Required Education and Experience:**

- High school diploma or equivalent education.
- Environmental Health Specialist II:
  - Minimum three years of experience in governmental environmental health, including conducting inspections and investigations.
    - FDA Food Code-compliant Standardization Certificate for Retail Food Establishment and/or Master's degree in public health or related field may substitute for one year of the required experience.

### **Preferred Education and Experience:**

- Bachelor's degree.
- One year of experience in a related field.
- Bilingual proficiency in English and Spanish.

### **Licenses/Certificates:**

- Must possess and maintain a valid driver's license.
- FDA Food Code-compliant Standardization Certificate for Retail Food Establishment preferred.

### **Pre-Employment Requirements:**

- Must pass conditional post offer background investigation, motor vehicle record check, and drug screen.

### **Work Conditions**

Duties are performed both indoors and outdoors in varying weather conditions and terrain. Travel is required; work may be assigned in various locations. Position is subject to call-out 24 hours per day 7 days per week. May be required to climb ladders and climb into and out of trenches and other excavations. Work environment may contain potential exposure to hazardous conditions including but not limited to electrical, chemical, and biological. Public Health employees are responsible for providing proof of vaccinations and/or tuberculosis testing as applicable to the specific position and must provide proof of completion of required vaccinations/testing or proof of initiation within sixty days of hire date.