

ENVIRONMENTAL HEALTH PROGRAM SPECIALIST

The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

DEPARTMENT: Health

REPORTS TO: Senior Environmental Health Program Specialist

CLASS SUMMARY

Incumbents are responsible for monitoring compliance with health regulations of institutions through on-site inspections and the review of construction plans, and providing advice to appropriate entities regarding the changes necessary to meet the standards.

DISTINGUISHING CHARACTERISTICS

The Environmental Health Program Specialist is the second level of a three level environmental health series. The Environmental Health Program Specialist is distinguished from the Environmental Health Specialist by its responsibility for reviewing blueprints and construction sites to verify compliance with state and local rules. The Environmental Health Program Specialist is distinguished from the Senior Environmental Health Program Specialist who serves as a lead to environmental health personnel.

TYPICAL CLASS ESSENTIAL DUTIES

- Conducts onsite inspections, which includes examining facilities and equipment; collecting samples and performing laboratory tests; interpreting and applying appropriate regulations; and issuing appropriate ratings and permits.
- Reviews construction plans for restaurants, hotels, and swimming pools for compliance with sanitation guidelines which includes reviewing blueprints; inspecting plumbing schematics; interpreting and applying regulations; and advising architects, engineers, and contractors on necessary changes.
- Inspects construction sites for compliance with sanitation guidelines to include conducting site visits; performing open pipe and final inspections on swimming pools; providing advice to architects, engineers, and contractors; recommending necessary changes; and issuing appropriate occupancy permits.
- Trains foodservice workers in safe food handling techniques to include conducting research on appropriate topics; preparing educational materials; and conducting courses.
- Performs public relations duties by responding to inquiries from the public and preparing and presenting educational programs.
- Responds to reports of violations which includes conducting investigations; preparing written reports; issuing necessary citations; and conducting follow-up monitoring.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

POSITION SPECIFIC DUTIES

Does not apply.

KNOWLEDGE AND SKILLS

Knowledge of:

- Basic public health concepts;
- Techniques for gathering data and interpreting results;
- Indoor air quality and OSHA standards;
- Risk assessment;
- Federal, state, and local environmental and public health laws;
- General soil science concepts;
- Hazard Analysis Critical Control Points (HACCP) concepts;
- Principles of safe food preparations and handling;
- Food science and foodborne illness topics;
- Techniques for wastewater treatment and well construction;
- Principles and techniques for swimming pool construction.

ENVIRONMENTAL HEALTH PROGRAM SPECIALIST

Skill in:

- Providing customer service;
- Conducting risk assessment;
- Analyzing data related to water flow;
- Interpreting and applying regulations;
- Reading maps, reading architectural drawings, and schematics;
- Investigating foodborne illness;
- Interpreting scientific data;
- Testing water and food samples;
- Using a computer and related software applications;
- Preparing and making presentations;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

TRAINING AND EXPERIENCE

Bachelor's Degree in Environmental Health, Environmental Epidemiology, Food Sciences, Microbiology, Entomology, or related field, including 30 semester hours in the physical or biological sciences and two years experience as an Environmental Health Specialist; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATION

- Registered Sanitarian Certification;
- NC Driver's License;
- NC Authorizations in area of assignment.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Typically requires crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to odors, chemicals, and travel.

GENERAL INFORMATION

FLSA Status: Exempt

Class Spec Established/Revised: E10/99; R8/02; 9/04