

SENIOR 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: Environmental Health Services Manager

CLASS SUMMARY

Monitors compliance with health regulations of institutions through on-site inspections, and serves as a lead to other environmental health personnel to include the assignment and monitoring of work..

DISTINGUISHING CHARACTERISTICS

The Senior Environmental Health Program Specialist is the third level of a three level environmental health specialist series. The Senior Environmental Health Program Specialist is distinguished from the Environmental Health Program Specialist in that it has lead responsibility.

TYPICAL CLASS ESSENTIAL DUTIES

- Serves as a lead to staff to include assigning and monitoring work and providing direction.
- Responds to inquiries from the public which includes receiving and reviewing telephone calls and written correspondence; coordinating and reviewing necessary investigations; and resolving disputes over ordinance interpretation and application.
- Conducts team and individual onsite inspections to include examining facilities and equipment; collecting samples and performing laboratory tests; interpreting and applying appropriate regulations; and issuing appropriate ratings and permits.
- Oversees staff training by conferring with staff members and organizing conferences and seminars.
- Monitors staff field activities which includes accompanying staff on field inspections; observing testing and inspection techniques; and recommending changes in practices and techniques.
- Maintains required certification by participating in continuing education programs and seminars.
- Testifies in court regarding sanitation matters to include conferring with attorneys; preparing presentations; and coordinating warrant administration with state agencies.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

POSITION SPECIFIC DUTIES

Vector Control:

- Oversees mosquito control activities;
- Oversees Vector Control budget which includes making equipment purchases.

SENIOR ENVIRONMENTAL HEALTH PROGRAM SPECIALIST**KNOWLEDGE AND SKILLS**

Knowledge of:

- Basic public health concepts;
- Indoor air quality and OSHA standards;
- Risk assessment;
- Techniques for gathering data and interpreting results;
- 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;
- Principles of employee supervision;
- Departmental policies and procedures;
- NC State building codes;
- County personnel policies and procedures;
- Techniques for wastewater treatment and well construction;
- Principles and techniques for swimming pool construction.

Skill in:

- Providing customer service;
- Analyzing data related to water flow;
- Interpreting and applying regulations;
- Conducting risk assessment;
- Assigning and monitoring work;
- Interpreting scientific data;
- Testing water and food samples;
- Driving a vehicle;
- Reading architectural drawings and schematics;
- 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 five years of progressively responsible supervisory, environmental health, vector control, or related experience; 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

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

May require:

- Pesticide Applicator's License.

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PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Typically requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, 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.

May be subjected to odors, chemicals, and travel.

GENERAL INFORMATION

FLSA Status: Exempt

Class Spec Established/Revised: E11/99; R7/02; 9/04