

ENVIRONMENTAL HEALTH SPECIALIST; Unregistered

NATURE OF WORK

This is professional and supervisory work in securing and obtaining compliance with environmental health laws and ordinances.

Work involves the performance of technical inspections related to food and food establishments or the enforcement of municipal and state environmental regulations through inspection of facilities, monitoring, and analyzing monitoring results. Responsibilities include maintaining liaison with environmental, planning, and related agencies and general supervision of personnel engaged in related activities. Work is performed within established municipal and state guidelines and requires the exercise of considerable independent judgment and initiative. Work is reviewed through evaluation of reports and the general level of standards in activities regulated.

EXAMPLES OF WORK

(Any one position of this class may not include all duties listed, nor do listed examples include all duties that may be found in positions of this class.)

Instructs subordinates in the general requirements of environmental standards, inspection techniques, and evidence requirements.

Assists personnel in the enforcement of animal control and non-food sanitation regulations.

Reviews plans for construction of new food, beverage and lodging establishments; interviews applicants for food licenses.

Inspects public and private establishments engaged in food, beverage, lodging, serving or processing to assure that safe and healthful standards are being observed; issues compliance orders; attempts to gain compliance through instruction and persuasion; prepares formal complaints on uncorrected violations.

Inspects public and private institutions to determine extent of pollution problems, determines need for control equipment and approves the installation of equipment; issues compliance orders.

Performs occasional surveys of water supply and sewage disposal provisions to determine their adequacy or the need for more strict enforcement of health and sanitation ordinances and reports same to Public Health Director.

Prepares narrative and statistical reports; reviews reports from subordinates; recommends ordinance amendments and departmental policy statements.

Consults with industry and government agencies regarding air quality considerations.

Conducts routine surveillance of industrial sources.

Conducts physical noise monitoring in the City and vehicle noise tests.

Review plans for new public swimming pool construction and reconstruction; conducts routine pool water testing and inspects all City public pools.

Responds to citizen inquiries; represents the City at community activities that include air quality and noise program displays.

Performs related work as required.

MINIMUM REQUIREMENTS

Graduation from an accredited college or university with major course work in public or environmental health or related field;

Current Minnesota Department of Health, Environmental Health Specialist/Sanitarian Registration or the ability to obtain registration within 18 months of the date of hire. Registration

by the Minnesota Department of Health as an Environmental Health Specialist/Sanitarian is required within 18 months.

Possession of valid Minnesota driver's license; must provide own appropriate transportation.

DESIRABLE EXPERIENCE

Considerable knowledge of the methods, equipment, and materials used in the processing and handling of food and of the principles and practices related to air quality, noise abatement, and hazardous waste concerns.

Considerable knowledge in the field of environmental health.

Knowledge of the principles and practices of public health sanitation and air and water pollution control.

Knowledge of the standard methods, equipment and materials used in the collection, analysis and detection of food and drinking water, air and stream water contaminants.

Ability to plan, supervise, and participate in varied field inspections and public contact activities.

Ability to express ideas clearly and concisely, in writing and orally.

Ability to establish effective working relationships with health personnel, conservation and industry officials, other employees, and the general public.

Skill in the use of analyzers, monitors, meters, and other equipment related to air, food, water, and noise inspection and hazardous waste control.

At least one year experience in the performance of varied sanitation inspections or air and water pollution control work

ESSENTIAL JOB FUNCTIONS

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential job functions.

Must have the ability to maintain balance and safely work at considerable heights such as ladders, roofs of houses, or office buildings;

Must have the ability to reason and react calmly; must have above average practical judgement in order to deal with unexpected, potentially dangerous situations in the course of duty; must be able to operate independently and be aware of surroundings at all times in order to recognize possible danger to self and others;

Must be able to read, write, and speak English sufficiently to perform all testing to understand complex, technical information related to mechanical and plumbing inspections; to effectively communicate both orally and in writing; to read and comprehend instruments, dials and other equipment; to recognize hazardous materials; to report occurrences; to follow written and oral instructions;

Must be able to work in areas with exposure to various environmental conditions such as dirt, dust, noise, disagreeable odors, humidity, and extreme temperatures;

Must demonstrate honesty and integrity in personal behavior and attitudes; must have the ability to establish and maintain effective working relationships with superiors, and other employees and the general public; must be capable of controlling his/her own impulses or emotions to at least an average degree so as to ensure the safety of the public;

Must be free of conditions which would endanger self or others in the carrying out of duties; must be free of substance abuse (legal or illegal) in order to maintain effective job performance; must demonstrate a level of social maturity and self assurance sufficient to carry out tedious, unpleasant, or repetitious tasks;

Must have the ability to distinguish colors, particularly red, green, and yellow, in order to operate equipment that has alarms and signals and to identify labels of potentially hazardous materials;

Must have the ability to be mobile for long periods of time including but not limited to: standing, walking, kneeling, crawling, crouching, bending, stretching, and working overhead;

Must have the ability to climb ladders;

Hearing requirements of this job include the ability to perceive detailed information through oral communication as well as to assist the public;

Must have the ability to enter and traverse areas of uneven or excavated ground such as a construction site, new building construction, or building remodeling site; must have the ability to enter various building construction environments and spaces to inspect and perform related job duties;

Must have the ability to effectively deal with individuals who are disturbed about decisions the inspector has made; must be able to communicate the intent and purpose of codes to individuals who have no knowledge of these codes;

Must have the ability to recognize minimum standards of food, beverage and lodging and associated codes; must have the ability to recognize variances in normal construction practices and make decisions regarding alternative construction methods that do not effect the health and welfare of the public yet are still allowed by the codes;

Must have the ability to learn a wide variety of sanitation codes, methods and associated codes; must be able to learn the operation of normal office equipment such as computers and printers, fax machines, calculators, telephone systems, and two way radio communications equipment.

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