



CLASS SPECIFICATION

Modoc County

CLASS CODE:	4025-020
CLASS TITLE:	Senior Environmental Health Specialist
FLSA DESIGNATION:	Non-Exempt
RANGE/STEP:	334 (Step A-F \$5,160-\$6,202)

JOB SUMMARY:

Under general direction, provides administrative support for the Director of Environmental Health; performs the most complex sanitary inspections and investigations in the enforcement of Federal, State, County and local environmental health, safety and hazardous material laws, rules, regulations and standards; serves as a specialist in a designated area of environmental health investigations and enforcement, such as hazardous materials/waste regulation; provides training for other staff; and does related work as required.

DISTINGUISHING CHARACTERISTICS:

This is the advanced journey level of the Environmental Health Specialist series. Incumbents in this class are registered Environmental Health Specialists and conduct investigations in the full range of Environmental Health areas, as well as performing the most complex assignments. They may serve as the department specialist in a designated area of support for the Director of Environmental Health; provides lead, direction, and training for other staff; or be out-stationed with responsibility for a specific area of the county.

EXAMPLES OF DUTIES:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. The position may not be required to perform all duties listed and may be required to perform additional, position-specific tasks.

Provides administrative support for the Director of Environmental Health, assisting the Director with the coordination of programs.

- Provides lead, direction, and training for other staff.
- Performs the most complex investigations as needed.
- Conducts inspections to secure compliance with Federal, State, and local sanitation laws and regulations governing:
 - Food sanitation
 - Sewage disposal systems
 - Substandard housing
 - Land use

- Public Pools/Spas
 - Water supply systems
 - Wells
 - Solid Waste management
 - Public nuisances
 - Hazardous Material/Waste Management
 - Zoning
 - Underground/Aboveground Storage Tanks
 - Accidental Release Program
 - Rabies/Animal control
 - Body Art
 - Organized camps
 - Medical Waste Management
 - Epidemiology
 - Detention facilities
 - Complaint investigation
 - Housing
 - Vector investigation
 - Emergency preparedness
 - State organizational participation
 - Health Officer coordination
 - Others as required
- Recommends changes and provides instruction for deficiencies and violations corrections.
 - Advises food handlers and restaurant operators on correct methods of sanitation protection.
 - Conducts investigations of complaints such as public and private sanitation-related nuisances.
 - Conducts sanitation surveys of communities and confers with local officials on sanitation problems.
 - Conducts investigations of insect nuisances or infestations.
 - Works with Solid Waste issues and problems, including illegal garbage dumping.
 - Takes water, sewage, soil, and waste samples and interprets data.
 - Interprets environmental health laws and regulations for 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 studies and evaluates information regarding hazardous materials storage, treatment, disposal, reductions and reuse.
- Completes reports of findings.
- Initiates legal actions resulting from non-compliance by issuing a notice to appear in court, filing a criminal complaint, obtaining inspection warrants, or scheduling an administrative hearing.
- Works with various environmental health committees.
- Assists with the development of policies and ordinances.
- Makes abatement recommendations and instructs communities in control methods for waste issues.
- Conducts soil evaluations using USDA methodology.
- Issues permits for wells, food handling establishments, septic systems and hazardous and medical waste facilities.
- May be responsible for an assigned area of the county on an out-stationed basis.
- Prepares and administers program-associated grants.
- May serve as program manager in a designated area of environmental health enforcement such as hazardous materials regulation.
- Prepares and submits complex studies and reports mandated by State agencies.
- May conduct educational meetings with the public as needed.
- Testifies in court as expert witness.
- Uses standard office equipment, including computer, in the course of the work; drives a motor vehicle to attend meetings and visit various work sites.
- All other duties as assigned.
(All duties may not be performed by all incumbents.)

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill and ability required to satisfactorily perform the job's essential duties and responsibilities.

Knowledge of:

- Policies and procedures of the Environmental Health Division.
- Laws, rules, regulations, requirements, and procedures governing environmental health, sanitation, hazardous materials and hazardous wastes.
- Chemical, biological, physical and environmental sciences.
- Principles and practices of environmental health and hazardous waste inspection, review, compliance, consultation and enforcement.
- Methods and procedures for inspecting and correcting unsanitary and hazardous conditions.
- Sampling techniques and standards.
- Functions and operations of State and Federal agencies involved with environmental health.

- Grant administration.
- Computerized Environmental Health database and information systems.
- Principles and practices of quality consumer service.

Skill in:

- Perform a variety of environmental health and hazardous material/waste investigations and inspections as well as the most complex assignments with minimal guidance and supervision.
- Perform special assignments and/or administrative support for the Director of Environmental Health.
- Provide training and work coordination for other staff.
- Collect, analyze and interpret environmental health data, reaching valid conclusions.
- Read, interpret, and apply policies, regulations, and procedures regarding environmental health inspections and compliance.
- Prepare a variety of technical reports.
- Provide instruction, guidance, and consultation in correction of environmental problems.
- Perform research and analytical work.
- Operate a variety of office equipment and computers in the performance of environmental health inspections and investigations.
- Effectively represent the Environmental Health Division in contacts with the public and other agencies.
- Establish and maintain effective working relationships.
- Effectively communicate with a diverse population for problem solving.
- Utilization of basic protective equipment.

Ability to:

- Work independently with minimal supervision.
- Ability to use a smartphone.
- Ability to utilize phone and computer applications.
- Ability to use remote meeting technology.
- Ability to embrace new technology to make the workplace more efficient.
- Understand and follow oral and written instructions.
- Establish and maintain cooperative working relationships with those contacted during the course of work and with fellow employees of the County.

Required to:

- Support the vision and mission of the county and its elected and appointed officials.
- Provide courteous and timely customer service to the public as the ultimate employers.
- Provide courteous and timely customer service to other county departments and work cooperatively with other county employees.

- Adhere to the Modoc County Code of Safe Practices.

EXPERIENCE AND TRAINING:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two years of experience performing a variety of environmental investigations and inspections equivalent to Environmental Health Specialist II as a generalist.

Equivalent to graduation from a four (4) year college or university with a major in biology, chemistry, physics, environmental science, toxicology, hazardous materials management, fire science, or a closely related field.

May require special training and/or certification as necessary for the area of assignment.

Special Requirements:

This position requires possession of a valid Environmental Health registration issued by the State Department of Health Services is required.

This position requires the possession of a valid California Class C Driver's license.

This position requires the possession of a valid Occupational Safety and Health Administration (OSHA) Hazardous Waste Operations and Emergency Response (HAZWOPER) or equivalent certification.

This class specification lists the major duties and requirements of the job and is not all inclusive. Incumbent(s) may be asked to perform job related duties others than those contained in this document, and may be required to have specific job related knowledge and skills.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

- Sit for extended periods.
- Frequently stand and walk.
- Crawl through various areas on hands and knees.
- Stand, walk, or crouch on narrow and slippery surfaces.
- Climb ladders, stairs, and scaffolding.
- Normal manual dexterity and hand-eye coordination.
- Lift and move objects weighing up to 25 pounds.
- Corrected hearing and vision to normal range.
- Verbal communication.

- Use of office equipment including computers, telephones, calculators, copiers and fax machines.
- Use of basic personal protective equipment.
- Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work is usually performed in both indoor and outdoor environment; some work is performed in varying temperature and humidity; exposure to high levels of noise; some exposure to dust; and continuous contact with staff and the public.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

All county of Modoc employees are designated Disaster Service Workers through State law (California Government Code §3100-3109). Employment with Modoc County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work-related training as assigned, and to return to work as ordered in the event of an emergency.

FLSA Status is dependent upon meeting the qualifications for the exemption test. All of the following must be met for status to be Exempt. Upon meeting the Exempt status, a certification form will need to be completed to accompany the Personnel Action Notification (PAN) form.

*Reclassified and approved by the Board of Supervisors on January 11, 2022
Effective: January 11, 2022*

Final verified classification approved by:

DocuSigned by:

Human Resources and Risk Manager Director

Approved as to form:

DocuSigned by:

County Counsel

Received and filed by:

DocuSigned by:

Clerk of the Board