

ROWAN COUNTY HUMAN RESOURCES

JOB DESCRIPTION

Job Title : Environmental Health Program Specialist
Department: Health
Revised : August 2013

Class : Professional
FLSA : Non-Exempt

This job description supersedes any prior description for the Environmental Health Program Specialist classification.

GENERAL DESCRIPTION

Advanced professional environmental health work in the promotion of public health through education, surveillance, consultation, inspection, and enforcement of State, Local, and Federal environmental health laws and regulations. Employee functions as an advanced specialist in the septic/sewage and well water section or the restaurant/public establishment sanitation section of the Environmental Health Division of the Local Health Department. Supervision is received from the Environmental Health Supervisor who evaluates work through periodic conferences, records and reports submitted, and occasional field evaluations.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Serves as consultant to other Environmental Health Specialists and to local officials, businesses, contractors, and developers on the more complex issues regarding all aspects of sanitary sewage disposal including system design, interpretation of current and proposed rules, and explaining County policy.

Assists the Environmental Health Supervisor in coordinating activities of Environmental Health Specialists in the sewage program; reviews all appeals of decisions made by Environmental Health Specialists and evaluates the situation; submits conclusions to supervisor with recommendation of compromise, to overturn Environmental Specialist's decision, or to proceed with appeal.

Explains, interprets, justifies, and obtains compliance with various laws, regulations, and standards.

Conducts soil and site evaluations to determine suitability of land for the installation of sewage disposal systems; determines size and type of system to be installed and the best suitable location. Issues permits, oversees the installation, and conducts a final inspection to ensure compliance with rules and regulations.

Meets with owners of malfunctioning septic tank systems to determine the most appropriate means of correcting the failure, issues permits, and conducts a final inspection.

Reviews plans and specifications of all sewage disposal systems designed by engineers; approves or disapproves design based upon compliance with current rules and regulations, and sound engineering principles; monitors progress of all alternative systems and systems with unique, complex, or unusual requirements.

Approves future well sites, issues permits, inspects private water supplies for proper construction and protection. Collects water samples for analysis, consults with well contractors and the public on construction, location, protection, and disinfection of private water supplies.

Inspects and evaluates various public establishments to determine sanitation ratings. Establishments evaluated include restaurants, food stands, meat markets, institutions, child care facilities, swimming pools, and tattoo parlors.

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Reviews plans for new construction and remodels of public establishments and restaurants, ensures rules and regulations are met prior to construction, and discusses problems or ideas with owners and/or contractors; inspects constructions and remodels once completed and issues permits to operate.

Investigates complaints and secures compliance to applicable rules and regulations; assists the public in contacting other governmental agencies; educates the general public and defends controversial and/or unpopular decisions or activities.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of environmental health laws, rules, and procedures, as well as complete understanding of the concepts of public health law.

Considerable knowledge of microbiology, biology, chemistry, epidemiology, soil science, entomology, and basic engineering technology.

Considerable knowledge of the design of on-site wastewater treatment systems, protection of water supplies, communicable diseases, vector control, and solid waste management.

General knowledge of the responsibilities of other agencies relating to environmental health and community resources.

Ability to analyze and comprehend a wide variety of technical and administrative regulations, records, and reports.

Ability to exercise sound judgment and deal tactfully with a wide range of public contacts while enforcing public health laws and regulations.

Ability to motivate and educate business and property owners and the consuming public in matters related to protecting and promoting public health.

Ability to present formal environmental health training programs.

Ability to develop and express ideas and opinions concisely, comprehensively, and clearly in oral and written form.

Ability to independently plan and schedule work activities and perform assignments.

Ability to apply environmental health knowledge and techniques in the investigation of environmental health problems.

Ability to plan and implement education programs.

Ability to work with others in solving the more complex environmental problems.

PHYSICAL REQUIREMENTS

Work may include sitting, walking, bending, stooping, and lifting weights of approximately 65 lbs or less unassisted and weights over 65 lbs with assistance. Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work includes operation of a motor vehicle. Employee may be exposed to hazardous materials.

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EXPOSURE CONTROL

Work activity is normally performed without blood or body fluid exposure but exposure may occur in an emergency. Personal protective equipment should be available and used if an emergency arises.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree in Environmental Health from a program which is accredited by the National Accreditation Council for Environmental Health Curricula of the National Health Association and two years of experience at the Environmental Health Specialist level; or a Bachelor's Degree from an accredited college or university with a minimum of 30 semester hours of course work in the physical or biological sciences and three years of experience at the Environmental Health Specialist level. Must possess a valid driver's license. Registration as a Sanitarian and/or Environmental Health Specialist by the North Carolina Board of Environmental Health Specialist Examiners is required.

**This job description does not create an employment contract,
implied or otherwise.**