

# ROWAN COUNTY HUMAN RESOURCES

## JOB DESCRIPTION

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

**Class** : Professional  
**FLSA** : Non-Exempt

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

### **GENERAL DESCRIPTION**

Professional environmental health work involving the promotion of public health through education, surveillance, consultation, inspection, and enforcement of State, Local, and Federal environmental health laws and regulations. General supervision is received from the Environmental Health Supervisor who reviews work through periodic conferences and evaluations of reports submitted.

**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.)

Inspects food and lodging establishments including restaurants, meat markets, dairies, schools, daycares, boarding homes, trailer parks, hospitals, motels, nursing and rest homes, tattoo parlors, and other establishments with facilities affecting the public's health; determines sanitation grade for those facilities in keeping with state regulations.

Issues permits to new food and lodging establishments or establishments under new ownership after they have complied with State regulations.

Inspects existing septic tank installations and potential septic tank sites in complying with State and County regulations; analyzes efficiency of existing installations; analyzes efficiency of potential installations through site and soil analysis; inspects new installations for proper compliance with State and County regulations; recommends approval or disapproval of existing, potential, or newly installed septic tanks in complying with State and County regulations.

Investigates complaints relating to septic systems, wells, mosquitoes, insect and rodent infestations, odors, food complaints involving restaurants, trash nuisance, and any other related complaints; confers with parties involved to solve or eliminate the problem and follows up on actions taken.

Investigates problems concerning faulty well water supplies; assesses the problems in complying with State and County regulations; collects well water samples for bacterial and/or chemical analysis; relays findings and correctional instructions to parties involved after return of findings from the State.

Inspects and classifies migrant labor camps, local confinement facilities, foster homes, and day care facilities for other governmental agencies.

Conducts lead investigations for children under the age of six to determine lead hazards in environments such as their homes, daycare, and supplemental addresses; assesses lead hazards in buildings built before 1978 that are proposed for use as childcare facilities.

Gives presentations to organizations in the community concerning environmental health issues; attends career days and health fairs in order to provide education and information concerning environmental health issues.

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### **OTHER JOB FUNCTIONS**

Maintains a variety of records; prepares a variety of reports.

Performs related duties as required.

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

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of the geographical makeup of the County.

Thorough knowledge of sanitary food handling procedures and food-borne illnesses.

Thorough knowledge of biological and environmental chemistry as they apply to environmental health programs being administered.

Ability to read, analyze, and interpret engineering plans and drawings concerning construction and installation of septic systems and well placements.

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 independently plan and schedule work activities.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with relevant publics.

### **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.

### **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.

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**MINIMUM EXPERIENCE AND TRAINING**

Master's Degree or Bachelor's Degree from an accredited college or university in Environmental Health from a program which is accredited by the National Accreditation Council for Environmental Health Curricula of the National Environmental Health Association and one year experience in environmental health; 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 two years of experience in environmental health. Must possess a valid driver's license. Approval for registration as a Sanitarian or Environmental Health Specialist or registration as a Sanitarian or Environmental Health Specialist by the North Carolina Board of Environmental Health Specialist Examiners prior to employment.

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