



Job Description

Environmental Health Specialist 1 or 2

Salary Range: \$58,872 - \$75,600 Annually

Location: Newport (In-person Required)

FLSA Status: Non-Exempt

Division: Environmental Health

Full-Time Equivalency (FTE): 100%

Reports To: Environmental Health Director

Closing: Open until filled

First Review Date: April 10, 2023

Summary:

Under the direction of the Environmental Health Director, or designee, will conduct routine inspections in one or more environmental health programs such as sewage, water quality, solid waste, food, and water recreation. Individuals in this position are responsible to safeguard public health by obtaining compliance with applicable local and state regulations, policies, and procedures through education, cooperation, and enforcement when necessary.

Environmental Health Specialist 1: This is an entry level environmental public health position. An Environmental Health Specialist 1 can expect to have on the job training to gain knowledge and skills to perform detailed inspections, evaluation and enforcement duties, and exercising judgement and discretion to determine compliance with federal, state, and local regulations and policies.

Environmental Health Specialist 2: This is an advanced level environmental public health position. These duties must be performed with a considerable level of independence under minimal direction and supervision.

Under the direction of the Environmental Health Director the individual in this position will work out of the Colville office and be responsible for the following programs and activities.

Program Activities:

The following program activities and responsibilities may be covered under this job specification and are considered essential functions of the position:

- Food Safety
- Drinking Water
- Wastewater Management
- Land Use and Development
- School Health and Safety
- Solid Waste
- Site Hazard Assessment
- Chemical and Physical Hazard
- Living Environment
- Public Health Emergency Planning and Response

- Epidemiology

Essential Functions of the Job

- Conduct field and office reviews of plan applications including but not limited to food service establishments, water systems, and on-site disposal systems, etc., for compliance.
- Collect and interpret data from field locations.
- Inspect, monitor and evaluate businesses and facilities for compliance with health and safety regulations.
- Compose reports and correspondence.
- Educate the public on environmental health issues, regulations, and policies.
- Operation of various office and field equipment used to facilitate the analysis of field testing and the composition of statistical, narrative and graphical reports, e.g., computers with various software packages, and field equipment.
- Assist in drafting and implementing codes and ordinances.
- Assist with training of Environmental Public Health staff on policies and procedures for office and field work.
- Compose reports, public health advisory information, and public relations materials for education and dissemination to the public.
- Assist with program planning and evaluation, and development of policies and procedures.
- Assist in monitoring grants and program budgets.
- Develop, facilitate, and support community partnerships to promote the health of the population.

This is a "summary" of the duties and responsibilities commonly found within this classification. It is not meant to be all-inclusive, thus, other related activities or tasks may be assigned.

Qualifications:

- **Education**
 - Graduation from a four (4) year college or university with a Bachelor of Science Degree involving major study in environmental science, public health, biology or closely related field, with a minimum of 45 credit hours or 30 semester hours in the basic natural or physical sciences.
- **Experience**
 - To be considered for an Environmental Public Health Specialist 2 it is necessary to have a minimum of three years of relevant public health experience or a minimum of two years of relevant public health experience and registration as a Sanitarian or Environmental Health Specialist.

Required Certifications and Licensure:

- Possession of a Certificate of registration as a Sanitarian or Environmental Health Specialist, through the National Environmental Health Association or Washington State Board of Registered Sanitarians, within three years of appointment is highly desirable.
- Positions assigned to on-site sewage program requires the possession of a current State of Washington Department of Licensing "On-Site Wastewater Inspector Certificate of Competency" within 12 months of hire.
- Positions assigned to the Solid Waste Program may require possession of a current Solid Waste Association of North America (SWANA) Certified Landfill Inspector within 12 months of hire.
- Valid Washington State driver's license (or ability to obtain within 30 days).
- Current auto insurance.

Scope of Responsibility

An Environmental Health Specialist will have extensive interaction with a diverse population of clients; federal, state, and local governmental agencies; business and facilities; medical personnel; community-based agencies; and department personnel to conduct technical expertise for plan reviews and field investigations and present environmental public health concepts. Duties include the application of environmental health and safety principles and practices within a regulatory environment, and the development of effective working relationships utilizing tact, diplomacy, and sensitivity when communicating in person and in writing.

Environmental Health Specialist 1: This classification will work under the close supervision of the Division Director and other senior staff. Well-defined directives, regulations and procedures directly cover the work; strict conformance is required. Work assignments are both general and specific in nature and are received in both verbal and written form. Instructions received define overall objectives, with minimal specificity regarding how to proceed with assignments, however, the Division Director and senior staff are available for consultation. Work results are usually examined by the supervisor for soundness of technical judgement and quality of recommendations. Unusual problems or situations are mutually discussed with the Division Director or senior staff, depending on the situation.

Environmental Health Specialist 2: This classification will work independently and/or as a technical lead of an environmental public health team under the supervisor of the Division Director. They will participate in administrative hearings; represent the Department at legal proceedings and public/multi-agency meetings as a technical expert. Work assignments are both general and specific in nature and are received in both verbal and written form. Instructions received define overall objectives with minimal specificity regarding how to proceed with assignments. Work results are usually examined by the supervisor for soundness of technical judgement and quality of recommendations. Unusual problems or situations are mutually discussed with the Division Director.

Knowledge, Skills, and Abilities

- Knowledge of environmental public health principles and practices.
- Knowledge of and the ability to apply math and science applications to environmental public health work.
- Skill in analyzing, compiling, recording, and assessing data.
- Skill in planning and organizing work activities to meet established objectives.
- Skill in communicating effectively within a sometimes-stressful environment.
- Ability to provide technical expertise to staff through coaching, mentoring, and training.
- Ability to establish and maintain effective working relationships with a diverse population of clients, community-based agencies, and departmental personnel.
- Ability to interpret and apply federal, state, and local laws and regulations.
- Ability to communicate effectively both orally and in writing with tact, diplomacy, and sensitivity.
- Ability to work independently with minimal supervision.
- Computer literacy. To perform this job successfully, an individual should have knowledge of Microsoft Products such as Word, Excel, Outlook, PowerPoint, Publisher, and Access. In addition, an individual must have the ability to learn software used at the Health District.
- Ability to prioritize work and use time management to efficiently complete duties.
- Maintain confidentiality and compliance with the Health Insurance Portability and Accountability Act (HIPAA).

Work Environment and Physical Demands:

- Indoors, sedentary up to 8.5 hours/day sitting or standing.
- Outdoors, up to 8.5 hours/day walking, standing or driving.
- Up to 8.5 hours/day keyboarding or typing at a computer terminal.
- Ability to drive in various climates (rain, snow, wind, sun, mud, varied air quality levels, extreme temperatures heat/cold, etc.).

- Extensive local travel is required to conduct field investigations.
- Ability to navigate sites (uneven ground, climbing up/down stairs, etc.) on an occasional basis.
- Communication skills to interact effectively with people.
- Comprehend and process verbal communication.
- Ability to maintain composure in stressful situations.
- Visual acuity to read and write.
- Ability to discern colors, odors and sounds.
- Ability to lift, push, pull, or carry up to 40 pounds on a regular basis.
- Ability to bend, twist, stoop on a regular basis.
- Ability to type, file, and complete forms.

Work Schedule:

This position is nonexempt and is overtime eligible based on the provisions listed in the Fair Labor Standards Act (FLSA). The regular workweek is 37.5 hours, Monday through Thursday 7:30am – 4:30pm, Friday 7:30am – 11:00am. Seasonal work may include working on weekends (usually Saturdays) on a rotational schedule.

Travel:

- Travel, primarily within the jurisdiction of NETCHD and within the state, is required to attend meetings, visit other NETCHD offices, attend conferences, and seminars.
- A NETCHD vehicle will be provided for use. However, as a condition of employment, employees may be required to utilize their private vehicles in the performance of their duties but will be reimbursed for mileage.

Emergencies:

When public health responds to an emergency you may be assigned duties that are outside your regular job description. This may involve responding at any time, including nights and weekends, with possible deployment to locations other than the department.

Necessary Special Requirements:

- The selected candidate will be required to successfully pass a background check.
- Possession of a Washington State valid driver's license (or ability to obtain same) and an acceptable driver's abstract is required prior to employment.
- In keeping with our mission to protect, preserve and promote health in our tri-county areas, the Health District does have an employee immunization policy (available for review upon request). Based on employee job descriptions, each employee is placed within a risk category. For this position, within 60 days of hire, the selected individual will need to provide proof of immunity to the following vaccine preventable illnesses; diphtheria, hepatitis A, measles, mumps, pertussis, rubella, tetanus, varicella. New employees may sign a declination of immunizations based only on medical exceptions. The Health District will pay for any non-reimbursable cost after the employee's insurance has been submitted for the vaccinations.
- Employees are required to adhere to OSHA/WISHA guidelines including but not limited to completing their mandatory trainings on time.
- Upon hire the selected candidate must obtain appropriate certifications and credentials within the specified time frame. During their employment at NETCHD they will be responsible for maintaining those credentials and certifications upon renewal.

Application Process:

Candidates who wish to be considered for this position must complete the online application at www.netchd.org and include the below items:

- Cover letter
- Resume

- Any relevant supporting documents

For more information about the application process or the position please contact Jessie Roth, Systems Manager at jroth@netchd.org or 509-563-8011.

Benefits Summary:

Northeast Tri County Health District offers a variety of affordable benefits for full-time and part-time employees including medical, dental, and vision coverage. Medical, dental, and vision coverage is effective immediately if the employee starts on the 1st business day of the month, otherwise benefits will be effective the 1st of the following month.

Medical Insurance: For employees with an FTE of .80 or greater, the Health District will provide a contribution towards their medical premiums. Employees with an FTE between .55 and .80 will receive a pro-rated contribution. The amount is based on the current contribution rate. Coverage is provided through Regence BlueShield/Asuris Northwest and employees will have the option to select a low deductible plan or a HDHP.

Dental Insurance: Dental coverage is included when a medical plan is selected and will be paid by the employee. Dental coverage is provided through Willamette Dental or Delta Dental of Washington.

Vision Insurance: Vision coverage is included when a medical plan is selected and will be paid by the employee. Vision coverage is provided through Vision Service Plan (VSP).

Life Insurance: The Health District participates in an employer paid Basic Life/AD&D Plan that provides a \$40,000 benefit for employees and a \$1,000 Basic Life/AD&D for a registered domestic partner or dependents. Additional affordable voluntary, registered domestic partner, and dependent life insurance is also available.

Employee Assistance Program (EAP): The Health District provides all employees, household members, and dependents up to age 26 use of the Employee Assistance Program.

Retirement: Eligible employees participate in the Public Employees Retirement Systems (PERS) program. Selecting from two different plan options, PERS 2 or PERS 3. You may also elect to enroll in the Deferred Compensation Program (DCP), a tax-deferred supplemental savings program.

Additional Benefits:

- Paid annual leave (accrual based on years of employment). The monthly accrual is credited at the end of each month. *
- Paid sick leave * (7.5 hours per month)
- Paid holiday's * (11 per calendar year)
- One paid personal holiday per year *
- \$70 contributed to a Health Reimbursement Arrangement (HRA) monthly
- Wellness program

*Annual, sick, holiday, and personal leave are pro-rated for part-time employees.