

**JOHNSON COUNTY
JOB DESCRIPTION**

Environmental Health Specialist

DEFINITION AND DUTIES:

Under general supervision, performs fieldwork with professional responsibilities in environmental protection programs. Enforces environmental health regulations, provides environmental health consultation, and collects environmental samples.

Knowledge of:

- ◇ Principles, practices, and techniques of natural and physical sciences as related to environmental protection
- ◇ State and local environmental laws, rules, and regulations and their application to environmental programs
- ◇ HIPAA rules and regulations
- ◇ Principles and practices of emergency preparedness
- ◇ Principles and practices of performance management and quality improvement
- ◇ Investigation, analysis, and procedures used in sampling and related data collection
- ◇ Basic techniques involved with environmental control and the application of those techniques to specific environmental problems
- ◇ Geology, soils, and watersheds as related to the protection of natural resources
- ◇ Basics of geographic information systems
- ◇ English language to include grammar, spelling, punctuation, sentence structure and vocabulary skills

Ability to:

- ◇ Represent Johnson County and perform duties in a professional, responsible and trustworthy manner
- ◇ Be detail oriented while performing duties
- ◇ Learn, apply, and articulate departmental policies and procedures
- ◇ Apply knowledge of scientific principles to specific environmental problems
- ◇ Perform statistical computations
- ◇ Provide customer service that is courteous and responsive
- ◇ Maintain confidentiality and security of information as appropriate
- ◇ Keep accurate records
- ◇ Develop, read, comprehend, and analyze laws, rules, reports, and related technical and administrative data
- ◇ Integrate data and information to improve organizational processes and performance
- ◇ Establish and maintain effective working relationships with industry and public officials, private business representatives, supervisors, co-workers, and members of the public
- ◇ Interact effectively with persons from widely divergent backgrounds, interests, and points of view
- ◇ Use a computer for the purposes of data entry, spreadsheets, word processing, presentations, email and Internet
- ◇ Operate common office equipment such as calculators, fax and postage machines, photocopiers, scanners, and multi-line telephones
- ◇ Handle moderate levels of stress, meet deadlines and solve problems appropriate to the position
- ◇ Organize and prioritize multiple responsibilities

- ◇ Organize and present facts, ideas and opinions clearly and concisely, orally and in writing to groups and individuals in formal and informal situations
- ◇ Follow oral and written instructions
- ◇ Have clarity of speech and hearing which permits effective communication
- ◇ Have sufficient vision which permits light to moderate production and review of a wide variety of materials in both electronic and hardcopy forms, and complete field inspections
- ◇ Have sufficient manual dexterity to make handwritten notations and which permits light to moderate use of a keyboard and mouse
- ◇ Have sufficient personal mobility to complete field work at various facilities/work sites
- ◇ Handle intermittent exposure to environmental and seasonal conditions such as dirt and dust, heat and cold, toxic chemicals, noise and vibration, fumes, odors, vermin, wetness, and humidity while in the field
- ◇ Work around confined spaces, active excavation equipment, deep trenches, hazardous equipment, and buildings under construction or renovation
- ◇ Walk, sit, stand, bend, kneel, squat, twist, reach and climb
- ◇ Lift, carry, and/or push/pull up to 35 pounds
- ◇ Work a flexible schedule, including occasional evenings and weekends, and overtime as needed

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

Bachelor's degree in the natural or physical sciences or related field OR any equivalent combination of education and experience which provides the required knowledge, skills and abilities. One (1) year of experience in public health, environmental health or related field preferred. Registered Sanitarian (RS) or Registered Environmental Health Specialist (REHS) preferred.

Special requirements: May require Certified Pool Operator (CPO) certification within one year of employment. Valid driver's license and insurable under county liability coverage. May also require use of private vehicle for official business.

SPECIFIC DUTIES: *to be performed satisfactorily with or without reasonable accommodation*

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- ◇ Conducts environmental investigations by visiting sites and inspecting facilities to determine compliance with applicable rules, standards, and regulations; reviews facility plans and specifications; makes recommendations for corrective action.
- ◇ Prepares written and/or statistical reports to disseminate, interpret, or explain information to department staff, environmental facility operators, governmental agencies, courts, private industry representatives, and/or the general public.
- ◇ Collects samples of water, wastes, foods, and other materials for laboratory testing and analysis.
- ◇ Reviews reports and permit applications submitted by department personnel and other private and governmental entities to insure compliance.
- ◇ Responds to requests for information or technical assistance on environmental issues; assists with problems or questions, explains and clarifies rules and regulations.
- ◇ Investigates complaints from the public regarding alleged violations of environmental rules and regulations.
- ◇ Assists in the development of Board of Health rules and regulations and in the administrative rules process.

- ◇ Responds to emergency situations to protect public health and the environment.
- ◇ Represents Johnson County and participates in training/education opportunities and work-related meetings as required.
- ◇ Assists in providing technical assistance or consultation in a specific environmental program to the Board of Health, public and industrial officials, and the general public to facilitate compliance with regulations.
- ◇ Conducts special studies or projects on a variety of environmental issues.
- ◇ Makes presentations to public and/or professional groups on a variety of environmental topics.
- ◇ Provides back-up for Environmental Health division staff.
- ◇ Performs all work duties and activities in accordance with County policies, procedures, and safety practices.
- ◇ Attends work regularly at the designated place and time.

Pay Grade: 13

FLSA Status: Non-Exempt

Date Established: August 1997

Date Revised: October 17, 2019

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of this job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work additional time, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date

The County of Johnson is an Equal Employment Opportunity Employer. In compliance with the Americans Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.