



Job Description

Environmental Health Specialist

September 2023

Salary Range: \$4,922 - \$6,289 per month

Location: Davenport

FLSA Status : Non-exempt

Division: Environmental Health

Full-Time Equivalency (FTE): 100 %

Reports To: Environmental Health Director

Closing: October 18, 2023, or until filled

Summary:

The Environmental Health Specialist provides outreach and education regarding environmental public health programs and conducts sanitation inspections and evaluations and explains local and state regulations and standards. Identifies corrective actions needed, reviews and issues or withholds permits and licenses and recommends permit revocation or other enforcement actions. The position assists the public and partners as necessary in all matters related to environmental public health.

This position is a generalist position and will work within various environmental health program areas including policy development.

Program Activities:

Program Areas:

| | | | |
|-------------------|--------------------------|--------------------|----------------|
| Solid Waste | Wastewater | Food Safety | Drinking Water |
| Land use Planning | School Health and Safety | Living Environment | Epidemiology |

Job Functions:

- Conduct assigned field inspections of food establishments, drinking water systems, solid waste facilities and onsite sewage disposal systems to ensure compliance with health codes.
- Observe deficiencies and violations related to public health regulations, review and explain deficiencies and public health impacts.
- Conduct soils evaluations and inspections on onsite sewage disposal systems, conduct site inspections, investigate failing onsite systems and inform citizens of corrective actions necessary, referring unusual or difficult situations to supervisor.
- Prepares and maintains records of inspections; gathering evidence for appropriate enforcement action by the Department; recommends corrective actions, warnings, and notices of violation.
- Examines and reviews routine applications within area of assignment to include land use plans, such as comprehensive water and sewer plans, engineering plans for water and onsite sewage systems, design, construction, and operation plans for solid waste facilities.
- Receives, investigates, and resolves public health complaints from the public within scope of knowledge. Conducts on-site investigations regarding complaints and determines necessary action for abatement.
- Prepare inspection follow-ups and compliance schedules and discuss improvement plans with owners.
- Perform interviews and collect laboratory samples regarding communicable disease outbreaks, food borne illness investigations and physical and chemical hazard exposures of public health significance.

- Assist with community education programs to reduce exposure to environmental health issues and exposures.
- Develop program policies and procedures in accordance with local, state and federal standards and guidelines.

Program Support:

- Contribute to the statement of work grant requirements, progress report development and other documentation as assigned.
- Contribute to program evaluation and process improvement activities to continually improve program performance.
- Attend meetings, trainings, exercises, and conferences as appropriate.

Other:

- Maintain compliance with all department required trainings.
- Comply with HIPAA confidentiality requirements.
- May complete other duties as assigned.

Leadership

- Represent the LCHD in a professional manner, providing services with basic tact and courtesy.
- Occasionally prepare and present health information and data to a wide array of audiences.
- Develop and maintain professional relationships with state, local and community partners.
- Model strong leadership and promote a professional work environment.
- Participate in professional organizations, group meetings, coalition at the local, regional, and state level.

Qualifications:

- **Education**
 - Required – bachelor’s degree involving major study in environmental science, public health, biology or closely related field.
- **Experience**
 - An equivalent combination of education, experience, and certification may be considered provided the individual’s background demonstrates the knowledge, skills, and abilities required for the position.

Required Certifications and Licensure:

- Valid Washington State driver’s license (or ability to obtain within 30 days).
- Possession of a Certificate of Registration as a Sanitarian of Environmental Health Specialist, through the National Environmental Health Association of the Washington State Board of Registered Sanitarians, within three years of appointment is highly desirable.
- Onsite sewage program requires the possession of a current State of Washington Department of Licensing “Onsite Wastewater Inspector Certification of competency” within 12 months of hire.

Knowledge, Skills, and Abilities:

- Knowledge of health equity and health disparities.
- Developing rapport and encouraging open communication with partners.
- Skill in analyzing, compiling, recording, and assessing data to draw accurate conclusions.
- Time management skills.
- Work well with people of varied cultural and socioeconomic backgrounds.
- Maintain confidentiality and compliance with the Health Insurance Portability and Accountability Act (HIPAA).
- Ability to exercise initiative, tact, discretion, and judgement in carrying out responsibilities.
- Skill in communicating effectively within a sometimes-stressful environment.
- Ability to provide technical expertise and support 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 Department.

Work Environment and Physical Demands:

- Indoors, sedentary up to 8 hours/day sitting or standing, keyboarding or typing.
- Outdoors, up to 4 hours/day walking, standing, or driving.
- Ability to drive in various climates (rain, snow, wind, sun, mud, varied air quality levels, extreme temperatures heat/cold, etc.).
- Ability to navigate sites (uneven ground, climbing up/downstairs, 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 bend, twist, stoop on a regular basis.
- Ability to lift, push, pull, or carry up to 40 pounds on a regular basis.

Work Schedule:

This position is nonexempt and is part of the Local 1254-CH of the Washington State Council of County and City Employees Courthouse Union and is overtime eligible based on the provisions listed in the Fair Labor Standards Act (FLSA).

The regular workweek is 40 hours, Monday through Friday 8:00 – 4:30pm.

Travel:

- Travel, primarily within the jurisdiction of LCHD and within the state, is required to attend meetings, attend conferences, and seminars.
- A LCHD 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.
- Employees are required to adhere to OSHA/WISHA guidelines including but not limited to completing their mandatory training on time.

Application Process:

Candidates who wish to be considered for this position must complete the application at www.co.lincoln.wa.us/public-health/employment/ and include the below items:

- Cover letter
- Resume
- Complete application form
- Any relevant supporting documents

For more information about the application process or the position please contact Kim Heinz, Environmental Health Director at kheinz@co.lincoln.wa.us or 509-215-1024.

Application materials can be emailed to: kheinz@co.lincoln.wa.us

Or mailed to: Kim Heinz, R.S.
Lincoln County Health Department
90 Nicholls
Davenport, WA 99122