

ENVIRONMENTAL HEALTH TECHNICIAN

DEFINITION

Under general supervision, to assist with and perform a wide variety of technical, office, and field support for professional environmental staff who are involved in conducting sanitary inspections and investigations in the enforcement of Federal, State, County, and local environmental health, safety, and hazardous materials laws, rules, regulations, and standards; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a working level in the Environmental Health Technician classification. Incumbents in this class perform a wide scope of technical environmental office and field support activities. They are expected to have knowledge of and experience with Environmental Health policies, functions, and regulatory responsibilities.

REPORTS TO

Environmental Health Manager

CLASSIFICATIONS SUPERVISED

This is not a supervisory class.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required)*

- Makes inspections of public swimming pools, spas, and ancillary facilities.
- Completes reports of findings.
- Maintains various databases and performs data input and uploads.
- Records data and prepares summaries and charts for review and analysis.
- Maintains accurate notes, records, photographs, and sketches to describe and certify work performed.
- Answers routine questions, interprets environmental health laws and regulations, and assists in permit processing.
- Takes water, soil, and waste samples, under the general direction of upper level staff.
- Assists professional staff in soil analyses, onsite wastewater treatment system repairs and complaints resolution.
- Observes and records well seal inspections
- May work with upper level staff in the issuance of compliance letters and notices of violation to responsible parties applying applicable laws, codes, policies and

corrective measures.

- May, as needed, provide administrative office support.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; crawl through various areas on hands and knees; stand, walk or crouch on narrow and slippery surfaces; climb ladders, stairs, and scaffolding; ability to lift and move objects weighing up to 25 lbs; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX; use of pool testing equipment and other applicable environmental monitoring and sampling devices, as required.

TYPICAL WORKING CONDITIONS

Work is usually performed in office, outdoor, and driving environments; some work is performed in varying temperatures and humidity; exposure to high levels of noise; some exposure to dust; exposure to hazardous waste and materials; continuous contact with other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Basic theories of mathematics, chemistry, biology and physics associated with environmental regulations and research.
- Basic scientific research and statistical methods.
- Basic principles and practices of environmental health, including inspection, compliance review, and ability to effectively communicate compliance requirements.
- Sampling techniques and standards.
- Computer and software used in general office activities, environmental inspections, reporting, and the ability to learn various database functions and maintenance.
- Policies and procedures of Environmental Health Division of the Public Health Department.
- Laws, rules, regulations, requirements and procedures governing environmental health inspection and enforcement.

Ability to:

- Under the supervision of the Environmental Health Manager, perform routine environmental health investigations, sampling, inspections, and enforcement activities.
- Collect, analyze, and interpret environmental data, reaching valid conclusions.
- Read, interpret, and apply laws, rules, regulations, policies and procedures

regarding environmental health inspections, compliance and enforcement.

- Prepare a variety of reports.
- Operate a variety of office and technical equipment and computers in the performance of environmental health inspections and investigations.
- Effectively represent the Environmental Health Division of the Public Health Department in contacts with the public, other County staff, and other government agencies.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

Training and Experience:

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

One (1) year of technical support experience in environmental regulations or research support.

OR

One (1) year of experience performing technical support and public contract work in a regulatory, public health or environmental services area.

AND

Completion of 12 semester units from an accredited college or university in physical science, life science, engineering or a closely related field.

Special Requirements:

Possession of a valid California Driver's License.