

JOB DESCRIPTION TELLER COUNTY

Job Title: Environmental Health Specialist

Classification: Exempt

Department: Public Health

Range: 50

Reports to: Division Director

Job Status: Full Time

SUMMARY OF JOB RESPONSIBILITIES:

The Environmental Health Specialist assures compliance with Federal, State and County ordinances, laws and guidelines pertaining to environmental quality and public health; advises Teller County Board of Health on matters pertaining to the environment and public health; plans, develops and recommends for adoption by the Teller County Board of Health practices and procedures designed to protect the health and improve the quality of life in Teller County.

FUNCTIONS/TASKS: *(All persons, with or without reasonable accommodation, who can perform the essential functions/tasks required on this job or position will receive full consideration toward it.)*

ESSENTIAL FUNCTIONS:

- (1) Conduct Retail Food Establishment (RFE's) inspections, including camps, schools and childcare facilities, to ensure compliance with all State rules and regulations, conduct RFE Plan Reviews, administer annual licensing & renewals, administer Civil Penalty notifications, Food Borne Illness/outbreak investigations & complaints, and provide general food safety information.
- (2) Ensure compliance with Colorado Department of Public Health and Environment (CDPHE) requirements for locating, monitoring, and reporting zoonotic disease occurrences, including plague, hantavirus and rabies. Assure all lab specimens related to zoonotic investigations, such as bats, cats, and dogs are sent to appropriate lab and response with the results. Respond to industry, residents and Public Health in zoonotic related concerns, investigations, and education.
- (3) Consult with Community Development Service Division on Onsite Wastewater Treatment System (OWTS) programs, variance processes, code enforcement, and be responsive to customers as related to ~~and~~ local regulations and conduct OWTS Regulations revisions and adoption through the Board of Health as required.
- (4) Review plans for Land Use Applications.
- (5) Responsible for the coordination of Public Health and the Office of Emergency Management on issues/incidents related to bio-terrorism, and the response of hazardous substances release, characterization, recommend remediation actions, and ensure reporting compliance pursuant to all Federal State and local rules and regulations.
- (6) Responsible for participation in the Local Emergency Planning Committee (LEPC) pursuant to Federal Emergency Planning and Community Right-To-Know Act, as Title III of the Superfund Amendments & Reauthorization Act of 1986 and any other committees necessary. Responsible for collaboration with the Office of Emergency Management to ensure annual compliance with Tier II facility hazardous substance reporting and recordkeeping and any other reporting and recordkeeping required by Federal, state and local rules and regulations.

Environmental Health Specialist (continued)

OTHER FUNCTIONS/TASKS:

- (7) Engage in environmental health education through group presentations, media articles and individual contacts as needed.
- (8) Serve as a member and participate on various public health and environmental advisory boards and committees; serve as member of an emergency preparedness team and attend meetings when required.
- (9) Perform similar duties as required.

MINIMUM REQUIREMENTS: (The following requirements are necessary to reasonably ensure the County that the individual selected for this position will be able to perform the essential functions and/or tasks of the position.)

- (1) Skills/Knowledge:
 - Knowledge of Environmental disease transmission and principles of environmental health protection.
 - Knowledge of hazardous substances including any substance, material, waste or mixture designated as a hazardous material, waste or substance according to 49 Code of Federal Regulation Part 172.
 - Knowledge of biological, radiological and chemical analysis.
 - Knowledge of sample collection and laboratory methodologies.
 - Understanding of the principles, practices, laws, codes and guidelines of environmental quality and public health.
 - Ability to prepare accurate reports.
 - Skill in operating and maintaining monitoring and detection equipment.
 - Effective written, verbal and public presentation communication skills.
 - Ability to establish and maintain effective working relations with diverse groups.
 - Customer service oriented.
- (2) Experience/Education: Bachelor's degree in Environmental Health or related field of science plus two (2) years of field experience in general environmental health programs.
- (3) Visual Acuity/Hearing/Speaking: Ability to read English; interpret plans and specifications of proposed facilities; ability to communicate effectively both verbally and in writing; ability to speak in public.
- (4) Physical Effort/Dexterity: Manual dexterity; ability to drive a car; ability to lift and carry 50 pounds; and physically maneuver in building sites and take samples from water and sewage sites.
- (5) Environmental Factors: May require working under adverse weather conditions. Such conditions may include dirt, noise, rain, snow and extremes of temperature.
- (6) Work Schedule/Characteristics: 40 hours per week; on call as needed for emergency environmental investigations.
- (7) Special Requirements: Possession of a valid Colorado driver's license. Possession of National Incident Management System (NIMS) training IS 100, 200, 300 and 700 or the ability to complete within one year after date of hire.