

SHAWNEE COUNTY, KANSAS
Position Description
Environmental Health Specialist I

POSITION NUMBER: HA1116, HA1118, HA1120 **FLSA STATUS:** N

POSITION DESCRIPTION

Under general supervision, this position performs technical and professional work to ensure contractors and/or other regulated businesses and the public are complying with applicable Federal, State and local Environmental Health laws and regulations. Performs other duties as assigned. This position is supervised by the Health Protection Manager.

WORK PERFORMED

- 40% On-Site Wastewater Systems.** Inspects various septic system design types allowed by Shawnee County Environmental Code. These inspections are for both new systems and repairs. Inspects experimental and innovative systems designed by state licensed engineers. Conducts general environmental inspections required for certain real estate loan transactions and/or child care licensing programs. Evaluates building sites for home and on-site wastewater system placement. Conducts site evaluations for approval of accessory permits. Conducts percolation (perc) or soil profile tests by evaluating soils, along with topography of a site, before on-site wastewater system installation.

- 20% General Office Work.** Completes documentation for routine activities and for potential enforcement actions. Fields and answers call from the public. Orders necessary office supplies and literature pertinent to the position.

- 5% Environmental Health Education and Outreach.** Leads and conducts meetings, prepares exhibits, and provides training on topics dealing with environmental health issues. Helps the public and regulated business or contractors understand regulatory requirements and the public health rationale for those requirements.

- 5% Mosquito Surveillance.** Sets and picks up mosquito traps. Packs and ships specimens collected to appropriate entities for identification and enumeration.

- 5% C/D Landfill Inspections.** Inspects CD and clean rubble landfills and issues permits.

- 5% Nuisance Complaints.** Conducts nuisance complaints in the unincorporated county using the County Code and in other areas using the Kansas State Statute.

- 5% Other Public Health Activities.** Deals with questions and issues from the public about issues over which the Health Department has no regulatory authority, such as mold, bedbug and air quality complaints. May help with disease or outbreak investigations. Provides other services as needed.

- 5% Refuse/Solid Waste.** Conducts solid waste and complaint investigations and deals with trash hauler permitting and other local activities related to the local code that requires all addresses to have trash service.

- 5% School Inspections.** Inspects city, county and private schools to assure health and safety rules and regulations are met as required by Kansas State Statute.

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3% Well Water Testing and Permitting. Inspects water wells to assure health and safety rules and regulations are met. Issues permits as needed.

2% Animal Quarantines. Works with Clinical Services, city and county animal control to evaluate animals for rabies and quarantine release.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Current environmental health theories and practices including laws, standards, rules and regulations.
- Public relations

Ability to:

- Conduct technical environmental testing and interpret results.
- Complete and review appropriate documents for inspections and issues appropriate permits.
- Conduct inspections to determine compliance with public health, safety and environmental health laws, regulations or contract terms.
- Prepare written notifications of violations and prepares for and participates in legal proceedings as required.
- Communicate effectively, both orally and in writing, using the English language.

PHYSICAL REQUIREMENTS

N-Never O-Occasional (1%-33%) F-Frequent (34%-66%) C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting			X		Driving			X	
Push/Pull-65 lbs.		X			Bending			X		High Elevation	X			
Climbing		X			Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting-50 lbs.			X		Around Moving Machinery		X		
ARMS					Carrying			X		Driving Automotive Equipment			X	
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting-50 lbs.		X			Twisting	X				Cramped Body Position	X			
Push/Pull-65 lbs.		X			Squatting	X				Sustained Positions	X			
Carrying		X			Turning	X				Noise Levels (Excessive)		X		
Throwing	X				LEGS/FEET					Electrical Hazards	X			
EYES					Walking			X		Slippery Surfaces		X		
Near Vision				X	Standing			X		Work Above Ground	X			
Far Vision				X	Sitting			X		Work Below Ground	X			
Color Vision			X		Carrying			X		Irregular Surfaces			X	
VOICE					Climbing	X				Moving Objects		X		
Talking				X	Jumping	X				In High Volume Traffic		X		
EARS					Turning	X				Exposure to Marked Changes in Temperature and Humidity				
Hearing				X	Lifting-50 lbs.	X							X	

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EQUIPMENT USED

Personal Computer	Light Meter	Rake
Digital Camera	Mosquito Traps Incubator	Spectrophotometer (For Water Samples)
Office Furniture	Printer	Pocket Colorimeter (For Water Samples)
Photocopier	Flashlight	Laptop/Tablet
Cordless Drill	Transit	
Telephone	Shovel	
Cell Phone	Probe	
Automobile		

MINIMUM QUALIFICATIONS

- Associate's or Bachelor's Degree from an accredited college or university in Environmental Health, Physical Science, Social Science, Public Health or related field or equivalent professional training in Environmental Health.
- Valid Driver's License and able to operate County-owned vehicle (HR2013-2).
- HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

PREFERRED QUALIFICATIONS

- One (1) year of working experience in the environmental health area.

SPECIAL REQUIREMENTS:

- After a conditional offer of employment, required to pass a pre-employment physical and drug screen.
- Required to lift fifty (50) pounds and push/pull sixty-five (65) pounds.
- Required to complete National Incident Management System (NIMS) 700 and Incident Command System (ICS) 100 within six (6) months of employment.

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This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name

Date

Administering Supervisor's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 08/05
Revision History: 6/24