



Public Health Department Sample Job Description

Environmental Health Specialist

Position Summary:

The Environmental Health Specialist is responsible for ensuring a healthy environment for the residents by preventing, mitigating, and containing environmental health hazards. Environmental Health Specialists ensure that local entities and individuals comply with environmental health related laws, regulations, ordinances, and codes. Environmental Health Specialists inspect, investigate, provide technical assistance, and ensure compliance with local and state public health and environmental laws, codes, regulations, and policies.

Environmental Health Specialists work as a member of various teams or workgroups. Environmental Health Supervisors work in a variety of settings and may work with any of the programs set forth in the local health code, for example: food safety at retail food facilities, housing and institutions, water, wells, nuisances, sewage and liquid waste, nuisances, environmental school health, public bathing places, control of vectors, mass gatherings, and regulated establishments.

Essential Duties:

- Conduct enforcement, inspections, and corrective actions in accordance with department protocols.
- Conduct regular and routine inspections in accordance with protocols/algorithms for scheduled inspections of regulated entities.
- Maintain a log of inspection reports that include at a minimum, the date of the inspection, findings, planned dates of future inspections, and actions taken based on the findings.
- Implement communication and notice protocols for notifying supervisors of emergent or escalating environmental health hazards.
- Implement protocols concerning 24/7 access to resources for emergent or escalating environmental health hazards.
- Provide environmental health information, interpretation, technical assistance, and regulatory compliance advice to individuals, groups, industry organizations, the public, and other local agencies.
 - Provide information and education to regulated entities or individuals concerning state and local public health environmental codes, regulations, policies, and their responsibilities for compliance.
 - Provide information and education concerning environmental health problems and identified environmental health hazards.
- Investigate complaints regarding environmental health problems and environmental health hazards.
- Respond to public complaints and inquiries concerning environmental health matters in accordance with Department policies and procedures.
- Initiate enforcement or corrective actions as required.
- Consider social determinants of health and health inequities in containment and mitigation strategies.
- Implement communication protocols for notifying other agencies of enforcement actions.
- Participate in response teams to prevent, minimize, and contain adverse environmental health events and conditions.

- Provide orientation to staff, students, and other health and human service professionals in the community regarding environmental public health.
- Participate in research and demonstration projects that seek to improve the health of communities and determine new ways to address health issues.
- May collect water samples for laboratory analysis to ensure compliance of existing local and state public health and environmental codes, regulations, and policies.
- Perform related work as required.

The above statements reflect the general duties considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

Core Competencies for Public Health Professionals:

The Core Competencies for Public Health Professionals contain 56 competency statements that apply across the public health workforce for all those engaged in the practice of public health. All of the Core Competencies are vital for the effective provision of public health activities. While the person in this position may be called on to demonstrate other Core Competencies, below is a list of the most essential for this position.

- 1.1. Describes factors that affect the health of a community.
- 1.4. Analyzes quantitative and qualitative data.
- 1.5. Manages quantitative and qualitative data.
- 1.6. Uses quantitative and qualitative data.
- 2.1. Develops policies, programs, and services.
- 2.2. Implements policies, programs, and services.
- 2.3. Evaluates policies, programs, services, and organizational performance.
- 2.4. Improves policies, programs, services, and organizational performance.
- 2.5. Influences policies, programs, and services external to the organization.
- 2.6. Engages in organizational strategic planning.
- 3.2. Communicates with internal and external audiences.
- 4.3. Recognizes the diversity of individuals and populations.
- 4.4. Reduces systemic and structural barriers that perpetuate health inequities.
- 4.5. Implements organizational policies, programs, and services to achieve health equity and social and environmental justice.
- 4.7. Advocates for health equity and social and environmental justice.
- 6.1. Describes systems, policies, and events impacting public health.
- 6.3. Uses evidence in developing, implementing, evaluating, and improving policies, programs, and services.
- 6.4. Contributes to the evidence base for improving health.
- 7.8. Manages programs and services.
- 7.9. Engages in contingency planning.
- 7.10. Applies critical thinking in decision making.
- 7.11. Engages individuals and teams to achieve program and organizational goals.
- 7.13. Engages in performance management.
- 8.5. Responds to emerging needs.

Qualifications:



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- Minimum Bachelor's degree in public health, environmental health, natural science, or related field **or**
- Three years' experience as an environmental health sanitarian working in environmental health **and**
- Six months experience in:
 - Conducting on-site inspections to identify, assess, and control actual or potential environmental health risks;
 - Enforcing compliance with laws, rules, regulations, standards, policies, and procedures; and
 - Narrative report writing.

Required Knowledge, Skills, and Abilities:

- Knowledge of principles and practices of environmental sanitation; knowledge of diseases and their transmission and control.
- Knowledge of regulatory and technical monitoring and investigation methods.
- Knowledge of principles and practices of evidence gathering and public health code enforcement.
- Knowledge of Federal, state, and local environmental regulations that are applicable to local environmental public health.
- Knowledge of Federal, state, and local laws pertaining to environmental public health.
- Knowledge of current health code construction requirements and health regulations.
- Knowledge of valid sample procedures and protocol.
- Knowledge of other departments' regulations concerning food establishments, day care centers, swimming pools, etc.
- Knowledge of the structure and functions of public health organizations and community interrelationships.
- Knowledge of current social and economic problems related to public health.
- Sanitation inspections and surveying skills.
- Reading and interpreting building plans and blueprints skills.
- Project and time management skills to ensure the implementation of protocols and algorithms of inspections.
- Communication and education skills to inform regulated entities of responsibilities for compliance.
- Verbal and written communication skills.
- Relationship-building skills
- Ability to review material for detail and to translate plans and designs into a working construct.
- Ability to maintain accurate records and prepare reports.
- Ability to deal tactfully and effectively with the public and other government personnel.
- Ability to enforce regulations with fairness, firmness, and tact.
- Ability to analyze sanitation defects and calculate costs involved in corrections.
- Ability to interact appropriately and effectively with a wide range of persons.
- Ability to maintain and handle confidential information.
- Ability to follow protocol, procedures, and established guidelines.
- Ability to adapt to changing circumstances and needs.
- Ability to manage a demanding and changing workload.
- Demonstrates a strong work ethic.

Physical Demands:

- Alternating between standing and sitting.
- Climbing.



- Crawling.
- Crouching/stooping.
- Driving.
- Fine motor manipulation.
- Gross motor manipulation.
- Hearing.
- Keyboarding
- Kneeling.
- Near visual acuity.
- Sitting.
- Speaking.
- Walking or standing.

The Health Department is an equal opportunity employer.

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