



## JOB DESCRIPTION

### Environmental Health Intern

Date Prepared: September 2016

Class Code: 2045

**SUMMARY:** Under close and basic supervision, performs routine tasks to support the Health & Environmental Control Department such as maintaining data for the California Environmental Reporting System (CERS), assisting constituents with Environmental Health issues, assisting with public outreach, performing research and conducting special projects when needed.

**ESSENTIAL FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Assists in maintaining data for Vernon businesses in the California Environmental Reporting System (CERS).
- Assists constituents with environmental health issues.
- Assists with public outreach.
- Assists in performing research.
- Assists in conducting special projects as needed.
- Assists environmental specialists during field activities.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

#### MINIMUM QUALIFICATIONS:

##### Education, Training and Experience Guidelines:

Must be at least 18 years old, currently enrolled as a full-time student in an undergraduate or graduate program in an accredited college or university. Must be committed to work a minimum of eight (8) hours per week; maximum of 200 hours total.

##### Knowledge of:

- City policies, and procedures.
- Basic environmental health principles.
- Basic computer skills and MS Office software applications.
- Customer service and public relations methods and practices.
- Telephone etiquette.

##### Skill in:

- Operating a personal computer.
- Working effectively with others
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

**LICENSE AND CERTIFICATION REQUIREMENTS:** A valid California Driver's License is required.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** Work is performed in a standard office environment, and occasionally in internal and external environments throughout the City.