



## JOB DESCRIPTION

### Environmental Specialist

Date Prepared: March 2014

Class Code: 2030

**SUMMARY:** Under basic supervision, provides technical expertise and performs basic environmental safety and sanitation studies, inspections, and investigations; enforces federal and state laws and regulations for the Health & Environmental Control (H&EC) Department, to protect the health and safety of City residents, businesses, and the general public.

**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:*

- Learns techniques and procedures, and assists in conducting routine inspections,
- Performs field inspections and investigations to enforce environmental and public health laws, including Certified Unified Program Agency (CUPA) hazardous materials, food safety, stormwater management, solid waste and recycling, water/waste water systems, animal & vector control, and general environmental health; duties may vary according to job assignment.
- Prepares inspection reports and correspondence based on field inspections.
- Reviews environmental reports.
- Updates and maintains a variety of files, records, charts, and other documents; gathers, compiles, and analyzes data; maintains technical records and prepares reports as required.
- Responds to emergency incidents involving hazardous materials and disease vectors; assists with investigations of environmental health hazards and emergencies.
- Cross trains in a wide variety of environmental health disciplines and duties.
- 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:

Bachelor's Degree in Public Health, Environmental Health, Biological Science, Chemistry, or related science field; AND two years' experience in environmental health work. A Master's Degree in an approved field may be considered in lieu of the 2 years of experience.

##### Knowledge of:

- City policies and procedures.
- Federal and state laws, codes, rules, and regulations related to public/environmental health.
- Techniques of investigating and resolving complex environmental health problems and conditions.
- Physical and biological science standards and guidelines used in environmental quality controls.
- Techniques of investigating, inspecting, and resolving public health issues.
- Customer service and public relations methods and practices.
- Record keeping and file maintenance principles and procedures.

**Skill in:**

- Working effectively with others to develop solutions for public/environmental health problems.
- Applying environmental health and safety principles and practices in a regulatory environment.
- Interpreting technical instructions and analyzing complex variables.
- Following and applying scientific principles and procedures for public/environmental health investigations.
- Collecting and analyzing data, and making appropriate recommendations.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid California State Driver's License is required. Certificate of registration as an Environmental Health Specialist from the California State Department of Health, and OSHA Hazardous Waste Operations and Emergency Response (HAZWOPER) certification and International Code Council – ICC certification as a California UST Inspector are required; additional specific technical certifications are preferred and may be required for some incumbents.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment, and in internal and external environments throughout the City, with possibility of exposure to hazardous materials.