



JOB DESCRIPTION

Environmental Specialist, Senior

Date Prepared: March 2014

Class Code: 2025

SUMMARY: Under basic supervision, performs complex multidisciplinary 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:*

- Manages and conducts complex and sensitive multidisciplinary inspections, studies, and investigations to prevent or eliminate environmental and sanitation health hazards; may be required to manage a variety of programs of the H&EC Department, 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.
- Examines and approves food facility building proposals, construction applications and development permits; conducts site and facility inspections for compliance to regulations and standards.
- Inspects industrial and commercial businesses and residences for compliance to health, safety and environmental, and sanitary regulations; identifies, evaluates, and documents violations, and enforces health and safety laws and regulations.
- Responds to public health, public sanitation, and environmental complaints; investigates and resolves technical issues and code violations; identifies code violations, contacts owner, and recommends abatement procedures for violations; writes and issues letters and citations within scope of authority.
- Prepares and maintains records of inspections; recommends corrective actions, warnings, notices of violation, and citations; coordinates investigations and enforcement actions by regional agencies.
- Plans and leads environmental risk assessments; coordinates with supervisor when problems occur which are beyond the scope of authority of the specialist, and assures effective resolution of issues.
- 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; coordinates inter-agency investigations of environmental health hazards and emergencies.
- Represents the City of Vernon at multi-jurisdictional meetings and task forces as assigned.
- May be required to perform stand-by and on-call duties as assigned; and respond to after-hours emergencies as needed.
- 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 three years of experience as an Environmental Specialist, preferably with the City of Vernon.

Knowledge of:

- City policies and procedures.
- Federal and state laws, codes, rules, and regulations related to public/environmental health.
- Regional public health protocols, environmental protection issues, and regulatory enforcement standards.
- Techniques of investigating and resolving complex environmental health problems and conditions.
- Physical and biological science standards and guidelines used in environmental quality controls.
- Environmental research and statistical evaluation principles and methods.
- 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:

- Interpreting and applying state and federal statutes, codes, rules, and regulations.
- Working effectively with others to develop solutions for public/environmental health problems.
- Applying environmental health and safety principles and practices in a regulatory environment.
- Inspecting, testing, and analyzing complex multidisciplinary environmental health issues.
- 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.
- Assessing and prioritizing multiple tasks, projects, and demands.
- 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.