

Date Posted: 6/12/18

Applications accepted until: Filled

**Elbert County is an Equal Opportunity Employer**

If interested, please submit application and resume to:

Elbert County Human Resources Department

PO Box 7, 215 Comanche St., Kiowa, CO 80117

Email: dianna.hiatt@elbertcounty-co.gov

For more information, please call 303-621-3150



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## Senior Environmental Health Specialist

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Department: Health and Human Services

Salary: \$4,043 - \$4,933/month DOQ

Approved: May 2018

FLSA: Exempt

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### GENERAL STATEMENT OF DUTIES

This position is responsible for provision of environmental health services to the residents of Elbert County. Implements environmental health practices and policies in accordance with County and State requirements; leads or assists in development of health policies for operation of the agency and the protection of public health; advocates and partners with community, county and state colleagues; while providing highly technical and responsible assistance to the community.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Interprets and enforces Colorado regulations for consumer protection (restaurants and retail markets), child care facilities, schools, camps and emergency situations;
- Responds as required to support public health emergencies, incidents and events. Participates in all exercises and drills on emergency preparedness, as required; completes training identified as appropriate for this level;
- Conducts inspections and investigates the sanitary conditions for compliance of facilities and operations, such as food service establishments, grocery stores, child and health care facilities, jails, solid waste landfills, OWTS, air pollution emission sources, swimming areas, etc;
- Implements CDPHE and Elbert County laws and regulations;
- Drafts for compliance and /or approval, program policies and procedures;
- Investigates environmental health conditions and makes recommendations for compliance with requirements; prepares issuance of orders and instructions to maintain compliance with environmental health requirements of laws, rules and regulations;
- Collects samples for physical, chemical, bacteriological or pathological analysis; performs a variety of field tests to determine proper and safe operation of equipment and facilities;
- Conducts scheduled and non-routine inspections of industrial, commercial, public or private facilities to assure continued compliance with environmental standards; notifies owners or operators of unsafe, inadequate or non-complying conditions and maintains records of contacts made and conditions encountered;
- Explains findings of investigations, field test and laboratory reports to owners and managers of establishments and occupants of premises subject to environmental health requirements; offers technical advice to ensure compliance;
- Performs file data input into computer systems associated with environmental health programs;
- Reviews and recommends approval of plans and specification for most situations; issues permits as appropriate;
- Conducts inspections of construction and equipment installations to ensure compliance with environmental regulations;
- Responds to public complaints and inquiries regarding environmental health subjects and issues; provides resources and information;

- Participates in community outreach activities to promote understanding and support of environmental health programs;
- Collects and analyzes data concerning environmental health related issues;
- Performs environmental assessments of referrals from the Elbert County Community and Development Services for various proposed zoning and/or land use requests and changes;
- Assists in the development of new processes, procedures, and initiatives to better serve Elbert County and its citizens.
- Leads or assists in the performance of epidemiological studies for communicable disease outbreaks;
- Attends on-going training to maintain/enhance knowledge and skills;
- Reviews and interprets various reports such as soils classification, nutrient analysis, percolation and water tests;
- Responsible for zoonotic control functions such as inspections, surveillance, disaster response, rabies biological and animal control ordinances;
- Licenses OWTS installers and contractors to conduct business in Elbert County, may take enforcement actions against the same if necessary;
- Completes other duties as assigned.

**SKILLS AND ABILITIES**

- Ability to review and interpret various reports such as soils classification, percolation and water tests;
- Must be able to read maps and plat books;
- Must have the ability to prepare accurate document;
- Excellent critical thinking, interpersonal and conflict resolution skills;
- Ability to establish and maintain effective working relationships with community partners;
- Ability to plan, schedule, organize and prioritize workflow to maintain accurate records and meet deadlines;
- Ability to clearly and effectively communicate both orally and in writing;
- Ability to communicate with elected officials when necessary;
- Ability to utilize current technology with proficiency;
- Ability to determine suspicion of fraud or intentional program violations;
- Ability to recognize child and adult protection health issues as it relates to environmental health and safety and report them to the appropriate authorities;
- Ability to safely drive an automobile or van on public roads and highways;
- Ability to remain flexible and sensitive to customers' needs while effectively managing demands with high volume of work and frequent interruptions;
- Demonstrated ability to work independently.

**KNOWLEDGE**

Broad knowledge of the following: Colorado State Department of Public Health and Environmental rules, regulations, public health and environmental laws and Elbert County policies, procedures and regulations and community resources. Knowledge of zoonotic diseases, microbiology and public health.

**RESPONSIBILITY**

Reports to the Administrator of Public Health; work is reviewed periodically for results obtained and for compliance to procedures, methods, general conclusions, final results and accuracy on a regular basis through supervisory reviews.

**PERSONAL WORK RELATIONSHIPS**

This position requires contact and professional communications with citizens, community organizations, medical and other health professionals, members of the agency and local county and state government representatives.

**EDUCATION, EXPERIENCE AND CERTIFICATIONS**

Requires a Bachelor's Degree from an accredited college or university with a degree in, health or biological sciences; Environmental Health degree preferred.

**EXPERIENCE**

Five years related experience in environmental public health service delivery.

**ADDITIONAL REQUIREMENTS**

- Must possess a valid Colorado driver’s license with and an acceptable Motor Vehicle Record
- Must be able to pass a criminal background check
- This is a safety sensitive position that is subject to random drug testing

**PHYSICAL EFFORT, WORK ENVIRONMENT**

Primary office is located in indoor environment, but significant time spent out of office and in an outside environment. Incumbent may experience occasional exposures to toxic compounds, gases, fumes, in addition to various types of environmental hazards. Requires occasional work in industrial and construction areas and may experiences exposure to machinery, electrical hazards, and excessive noise.

- Requires ability to work outdoors in all types of weather conditions and ability to walk and navigate on all types of terrain;
- Requires ability to lift and carry sampling occasionally up to 50 pounds;
- Requires color vision to distinguish titration/chemical reaction to color changes;
- On call availability for after hour emergencies;
- Appearances are required at community and statewide meetings;
- Considerable travel is required at times;
- Requires ability to drive an automobile in all types of weather.

Physical Requirements of Position:

The following are some of the physical demands commonly associated with this position.

- Driving: Frequently
- Balancing: Frequently
- Bending/Stooping: Frequently
- Twisting: Frequently
- Squatting/Crouching: Occasionally
- Kneeling: Occasionally
- Crawling: Occasionally
- Climbing Stairs: Occasionally
- Climbing Ladders: Occasionally
- Reaching: Frequently
- Standing/Walking: Frequently
- Lifting: Occasionally
- Lifting: 1 lb. Minimum/ 50 lbs. Maximum
- Carrying: 1 lb. Minimum/ 50 lbs. Maximum
- Push/Pull: 1 lb. Minimum/ 50 lbs. Maximum