

FROM (DEPT/ DIVISION): Public Health

SUBJECT: Creation of EHS 3 Position

<p>Background:</p> <p>The EH program has continued to expand through pick-up of the Umatilla County Septic Program and the program will continue to expand in the future. To accommodate for this expansion, we propose creating an Environmental Health Specialist (EHS) 3 position. Proposed at Range 28, pending union review and agreement.</p>	<p>Requested Action:</p> <p>Creation of EHS 3 position at Range 28</p>
---	--

ATTACHMENTS: EHS 3 Job Description

Date: (08/31/2018) Submitted By: Joe Fiumara and Alisha Southwick

*****For Internal Use Only*****

Checkoffs:

- () Dept. Heard (copy)
- () Human Resources (copy)
- () Fiscal
- () Legal (copy)
- () (Other - List:)

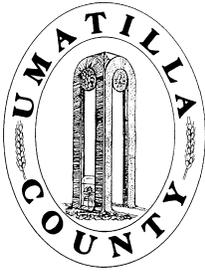
To be notified of Meeting:

Needed at Meeting:

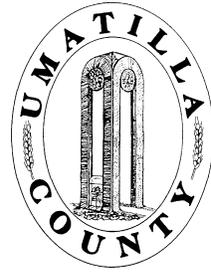
Scheduled for meeting on: September 5, 2018

Action taken:

Follow-up:



UMATILLA COUNTY POSITION DESCRIPTION



Department: Umatilla County Public Health
Position Title: Environmental Health
Spec. III

Employee Name:

Effective Date: September 1, 2019

Job Series: C

Salary Range: 28

Union Covered: Yes

BOLI Exempt: No

GENERAL DESCRIPTION OF POSITION

This position is designed to perform professional level Environmental Health Specialist duties. Including conducting surveys, investigations and assisting in the planning, promotion and carrying out of programs for the improvement of county sanitation standards as necessary to secure compliance with public health laws and administrative rules. This position functions as the technical lead for the Food, Pool, & Lodging program.

SUPERVISORY RELATIONSHIPS

Works under the close supervision of the Public Health Deputy Director and under direct task supervision of Public Health Director. Will function as a team leader; providing input on hiring decisions, and training to EHS I & EHS II positions.

PRINCIPAL DUTIES OF POSITION

Essential duties and responsibilities include the following and other duties may be assigned.

1. Provide individual training to EHS I & II. (EE)
2. Assist in developing, implementing, and monitoring program goals, objectives policies, procedures and budget. (EE)
3. Inspects restaurants, mobile food units and temporary restaurants to assure compliance with the laws and rules; instructs food handlers on proper food handling procedures and equipment maintenance; participates in food handler classes required for certifications. Takes food and samples for laboratory analysis. (EE)
4. Investigates complaints and disease outbreaks concerning food, water, animals, sewage disposal and communicable disease as required by law and

- with the assistance of other county staff as needed; takes necessary corrective/preventative actions. (EE)
5. Inspects public swimming pools, spa pools, traveler's accommodations, and recreation parks and campgrounds for compliance with state laws and regulations; prepares compliance schedules and assists in arranging for necessary improvements. (EE)
 6. Reviews plans for proposed food service establishments, swimming pools, spa pools, tourist and travelers accommodation and care facilities to assure compliance to rules; monitors and evaluates construction. (EE)
 7. As required by the department, issues or denies permits pursuant to established rules; inspects installations of completed systems for compliance; performs adequacy evaluations of existing systems. Takes corrective actions as needed, according to county and state code. (EE)
 8. If qualified, as required by the DEQ; conducts site evaluations for the determination of septic system design;
 9. Inspects care facilities and schools for food service, water supplies, sewage disposal, solid waste practices, and general cleanliness and safety; arranges for necessary improvements. (EE)
 10. Inspects wells for locations and construction; collects water samples; advises on cleaning methods.
 11. Surveys public drinking water systems; promotes water supply improvement.
 12. Maintains records of inspections and other activities; prepares reports and recommendations; completes reports for state as requested/required. (EE)
 13. Establish and maintain positive working relationships with employees, business owners and the general public. (EE)
 14. Performs related duties as required. (EE)

OTHER DUTIES OF POSITION

In the event of a declared emergency by the Board of County Commissioners, the employee is subject to a temporary emergency assignment according to the Emergency Management Plan, for which prior preparation or cross training may occur in an occasional "table-top" or full scale exercise.

REQUIREMENTS FOR POSITION

- Registered Sanitarian/Registered Environmental Health Specialist (RS/REHS) in the State of Oregon at the time of appointment.
- Graduation from a four-year college or university with specialization in public health sanitation, bacteriology, chemistry, biology, entomology, or zoology, and two years of full-time, paid experience in environmental sanitation work.
- Considerable knowledge of the modern methods, principles, techniques and practices of environmental health; considerable knowledge of the laws and administrative rules governing the environmental health programs of the state.

- Ability to interpret and apply statutes, administrative rules, guidelines and ordinances
- Ability to conduct investigations, document finds, determine corrective measures and implement compliance schedules
- Ability to promote awareness of and participation toward the correction of public health problems among the general public
- Ability to prepare and maintain records, reports and data
- Ability to establish and maintain effective working relationships with employees, business owners and the general public
- Ability to read, analyze, and interpret documents.
- Ability to apply advanced mathematical concepts and ability to respond effectively to the most sensitive inquiries or complaints
- Must be able to perform each of the essential duties satisfactorily.
- Possession of a valid driver's license with a good driving record.

ADDITIONAL DISIRABLE EDUCATION:

- Intro to Soils, Soil Geology, and Soil Morphology

CERTIFICATES, LICENSES, REGISTRATIONS:

- Registration as a Registered Environmental Health Specialist (REHS) in the State of Oregon at the time of appointment.
- Possession of a valid driver's license with a good driving record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

TOOLS AND EQUIPMENT USED

Computer, including word processing, data base, Internet, Healthspace data system and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee often works in outside weather conditions. The noise level in the work environment is variable.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature/Date