



## CLASS SPECIFICATION

Class Code: 60000613  
Date Established: 08/1993  
Last Reviewed: 05/2023  
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Last Title Change: 08/2006  
FLSA: non-exempt  
Probation: 12 months

### SENIOR ENVIRONMENTAL HEALTH SPECIALIST

#### **DEFINITION**

Under general supervision, as lead in a specific environmental program, independently performs and directs others in the full range of environmental duties; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A bachelor's degree from an accredited college or university with major course work (at least 30 semester hours or 45 quarter hours) in biology, physics, physical science, chemistry, chemical engineering, geology, earth science, environmental science, environmental health, sanitary engineering, environmental engineering, or allied health sciences OR equivalent combination of education and experience approved by the Nevada Board of Registered Environmental Health Specialists, AND three years of full-time experience performing environmental health or enforcement functions in a health department or industry, including one year of experience in a specialized program area.

#### **LICENSE OR CERTIFICATE**

Certificate of registration as an Environmental Health Specialist with the Nevada State Board of Environmental Health Specialist must be obtained within 30 days of appointment. Must maintain certificate of registration by completing yearly requirements as a condition of continued employment.

Certification in the State of Nevada as a General Commercial Restricted Use Pesticide Applicator in the categories of Mosquito and Public Health may be required if assigned to the Vector Control Program.

A valid driver's license is required at the time of appointment.

#### **DISTINGUISHING CHARACTERISTICS**

This is the senior level classification of the Environmental Health Specialist series. It is distinguished from the Environmental Health Specialist as incumbents serve as program lead, may exercise direct supervision, and perform more complex assignments with limited direction.

#### **SUPERVISION EXERCISED**

May exercise direct supervision over staff assigned to the Environmental Health Services Division.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

As lead in a specific environmental program, direct program activities; schedule, assign and review work; train Environmental Health Specialists and other support staff (including seasonal) in procedures and protocols of environmental health to ensure that activities are performed within established standards and regulations, conduct annual needs assessments and develop goals and objectives for program activities and staff assignments.

May supervise assigned professional and technical staff, which includes staff selection, providing training in proper work methods and techniques, assigning and reviewing work, conducting performance evaluations, coaching and development, and may coordinate with management to implement discipline and conflict resolution procedures when necessary.

Serve as initial resource for team members and the community on elevated complaints or concerns.

Perform inspections and investigations of environmental complaints and conditions to determine the extent of compliance/non-compliance and need for corrective/preventative action; ensure compliance with environmental standards and regulations by issuing warnings, citations, and quarantine orders; and issue or suspend operating permits or issue stop work orders to eliminate or reduce potential public health or environmental health hazards.

Conduct field surveys, determining sources of potential environmental health hazards and population ecologies to evaluate public health risks; implement methods for controlling or eradicating specific environmental deficiencies to curtail conditions that adversely affect human health, safety, and comfort.

Review permit applications and building plans to determine if proposed construction and/or businesses are in compliance with established health and safety regulations; recommend modifications to building plans and establishments to achieve compliance and gain permit approval.

Participate in public and industrial education, developing and presenting programs and training classes on environmental issues to schools, businesses, and community groups to promote awareness and understanding of programs, services, policies, and regulatory requirements.

Participate in the development of public information brochures and materials to create a better understanding of programs, services, policies, and projects.

Write inspection and investigation reports, which evaluate findings and include recommendations; assemble data, (computerized and manual) for tracking and documentation purposes and to prepare federal, state and local reports.

Testify in court and before designated hearing boards regarding actions, involvement, observations, and information obtained, as it relates to violations of environmental regulations.

Develop regulations and recommend changes in division protocols and procedures; recommend methods for the control or eradication of environmental hazards or deficiencies.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

### **Knowledge of:**

State and local regulations governing compliance with environmental standards for public health and safety.

Health/safety violations and possible solutions specific to assigned area(s).

Departmental/divisional policies and procedures.

Countywide personnel policies such as, sexual harassment, discrimination and EEO.

Operations, services, protocols, and activities of assigned program area(s).

Local geography and population densities.

Management information systems and software used in the assigned area(s).

Principles of general management supervision, and training.

Program planning and implementation.

**Ability to:**

Select, supervise, and evaluate the performance of assigned staff.

Assist in the planning, development, and implementation of assigned environmental health program components.

Interpret, explain and enforce protocols, policies and procedures within assigned program area(s), including administrative and departmental policies and procedures.

Make visual presentations to a variety of audiences, including training and public education programs.

Operate and maintain assigned departmental equipment used in testing, sampling and control of environmental hazards and deficiencies.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

**Knowledge of:**

Federal regulations governing compliance with environmental standards for public health and safety.

Investigative sampling/testing protocols, methods and techniques for environmental health and vector control programs.

Conditions contributing to environmental health problems, including human disease/injury causation factors (human, animal, and plant) and accepted control measures.

Quantitative methods, scientific methodology, data collection and report preparation.

Instrumentation and equipment commonly used in environmental health programs.

Training methods, techniques, and practices.

**Ability to:**

Use sampling and testing methods for environmental health data acquisition.

Operate instruments and equipment commonly used in environmental health programs.

Observe and evaluate environmental deficiencies and hazards and recommend solutions.

Read, interpret, apply, and explain pertinent laws, statutes, codes, regulations, protocols and standards.

Develop and implement disease/injury control/prevention measures which cross program areas.

Write investigative reports and other documents.

Operate a personal computer and use a variety of software.

Communicate clearly and concisely, both orally and in writing.

Research, compile, tabulate, analyze and interpret data and information.

Read blueprints and construction plans.

Maintain files, records, data, and information.

Interact courteously and diplomatically with the public.

Plan, prioritize and organize work to meet schedules and timelines.

Establish and maintain effective working relationships with those encountered in the course of work.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Work is performed in a professional office environment and various indoor and outdoor offsite locations, including in inclement weather. Work may be required to be performed outside of traditional working hours and on weekends when necessary. Ability to lift and move objects weighing up to 50 lbs. Ability to operate testing equipment for environmental health and vector control. Ability to use standard office equipment including computers, copiers, telephones, and fax machines. Ability to work around machinery with moving parts and on slippery or uneven surfaces. Ability to tolerate exposure to physical hazards, infectious diseases, toxic substances, and hazardous materials with the proper use of personal protective equipment (PPE). Position is considered “essential” in times of public health emergencies, natural disasters or during declared emergencies.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*