



## CLASS SPECIFICATION

Class Code: 60000614  
Date Established: 07/1973  
Last Reviewed: 05/2023  
Last Revised: 05/2023  
Last Title Change: 08/2006  
FLSA: non-exempt  
Probation: 12 months

### ENVIRONMENTAL HEALTH SPECIALIST

#### **DEFINITION**

Under general supervision, monitors health and safety conditions in residential, industrial, commercial, and recreational settings to determine the existence of possible health hazards via local, state, and federal safety and environmental regulations, and takes necessary steps to correct them; and performs related work as required.

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

A bachelor's degree from an accredited college or university with major course (at least 30 semester hours or 45 quarter hours) work 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 a minimum of two years of full-time experience performing environmental health or enforcement functions in a health department or industry.

#### **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 journey level in the Environmental Health Specialist class series. It is distinguished from the Environmental Health Specialist Trainee by performance of the full scope of environmental inspection and enforcement duties with a high degree of independence and a certificate of registration as an Environmental Health Specialist with the Nevada State Board. It is distinguished from the Senior Environmental Health Specialist by its lack of program lead and supervisory responsibility.

#### **SUPERVISION EXERCISED**

Exercises no supervision.

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

Perform inspections and investigations of environmental complaints and conditions by sampling, testing and surveying potential sources of environmental health problems, including epidemiological and vector events, food and drink establishments, temporary food establishments, swimming pools, hotels, motels, residences, institutional facilities, hazardous material sites, liquid waste facilities, underground storage tanks, childcare

facilities, and drinking water to determine the extent of compliance/non-compliance with environmental standards and regulations and identify the necessity for corrective/preventative action.

Enforce appropriate control measures to ensure compliance with environmental standards and regulations through the issue of written notices, corrective/preventative actions, 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.

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 programs by producing, making presentations, and providing training to targeted groups on environmental issues at schools, businesses and meetings of community groups to promote awareness and understanding of programs, services, policies and regulatory requirements.

Testify/present evidence in court or before designated hearing boards regarding actions, involvement, observations, and information obtained, related to violations of environmental regulations.

Write 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.

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

Provide technical direction and training for the Environmental Health Specialist Trainees in procedures and protocols of environmental health programs to ensure that assigned activities are performed within established standards and regulations.

## **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 health, safety, and comfort.

Local geography and population densities.

Departmental/divisional policies and procedures.

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

### **Ability to:**

Train and lead Environmental Health Specialist Trainee and seasonal staff in the performance of assigned program(s) activities and review work.

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

Present training and public education programs to a variety of audiences.

Perform functions and activities of various program areas with the Environmental Health Division.

**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 health, safety, and comfort.

Investigative sampling and testing methods, techniques and protocols 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.

Disease/injury control and prevention measures and protocols that encompass a variety of program areas.

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

Instrumentation and equipment commonly used in environmental health programs.

**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.

Interpret and apply protocols, regulations, policies, and procedures.

Communicate in a clear, concise manner both orally and in writing.

Operate a personal computer and a variety of software.

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

Write investigative reports and other documents.

Read blueprints and construction plans.

Establish, foster, and maintain effective working relationships with all those contacted 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.*