

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3118

TITLE: ENVIRONMENTAL HEALTH SPECIALIST I

GRADE: S-20

DEFINITION:

Under instructional supervision, performs entry level professional environmental health monitoring, control, inspection, and investigative work of a routine nature in one or more specialty areas: housing and vector (insects, animals, etc.), on-site sewage disposal (septic systems)/private water supply (wells), consumer services, air pollution, and/or chemical hazards; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class is distinguished from the Environmental Health Specialist II class in that employees assigned to the Environmental Health Specialist I class serve in a trainee (i.e., underfill) capacity, with noncompetitive promotional progression to the full-performance level Environmental Health Specialist II level.

ILLUSTRATIVE DUTIES:

Gathers and records routine information on complaints, inspections, emergency calls, and requests for investigations/evaluations;
Receives training on the extraction, inspection, testing, and analysis of samples;
Assists with the repair and calibration of equipment;
Conducts surveys and studies of gradually increasing complexity in assigned specialty area;
Charts, formats, and reports on findings;
Recommends action to correct basic unsanitary/hazardous conditions and prepares written notices of code violations;
Performs routine/less complex technical analyses and receives training in the evaluation of plans and specifications for air pollution control devices, housing construction, and property development;
Prepares drafts of official correspondence and reports;
Utilizes and maintains data bases and files;
Provides information and assistance in response to routine requests for information from the public (including property owners, business operators, developers/real estate agents, engineering professionals), other County agencies, and other jurisdictions.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of public health standards and inspection/investigation procedures;
Knowledge of methods and techniques used for prevention of disease caused by contaminated food, vectors, and other environmental hazards;
Knowledge of the concepts and principles of biology, chemistry, physics, and statistics;
Knowledge of County, federal, and state laws, codes, and ordinances governing public and environmental health or the ability to acquire such knowledge;

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Skill in applying methods and techniques of fact-finding and analysis;

Skill in routine sampling and analysis techniques related to specialty area(s);

Ability to read, analyze, and interpret maps, basic plans, and schematic drawings (including architectural plans and topographic plats);

Ability to read and interpret laboratory test results;

Ability to communicate effectively, both orally and in writing;

Ability to establish and maintain effective working relationships;

Ability to operate a motor vehicle.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

Graduation from an accredited four-year college or university with a Bachelor's degree in Environmental Health, or a Bachelor's degree with at least thirty (30) semester hours of course work in the physical or biological sciences.

CERTIFICATES AND LICENSES REQUIRED:

Possession of a valid Motor Vehicle Driver's License.

REVISED: July 26, 2013

REVISED AND RETITLED: July 26, 1993

REVISED: July 28, 1982