

JOB DESCRIPTION: **ENVIRONMENTAL SERVICES SPECIALIST I**

DATE: 02/24/09

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Land Development Services	CLASSIFICATION:	311
SUPERVISOR:	LDS Director	SALARY RANGE:	25
UNION (Y/N):	Yes	LOCAL:	Courthouse

GENERAL STATEMENT OF DUTIES: Perform a variety of survey and investigational duties in the field of environment health relating to the onsite sewage (at an entry level), solid waste and code enforcement programs to determine compliance with state and county public health, administrative rules and ordinances. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assist in the review of subdivision development to determine soil adaptability for appropriate subsurface sewage disposal alternative, stability of the soil and drainage problems.

Assist in the review of land use applications to determine compatibility with the soils inherent limitations.

Assist in the review of building permit applications.

Assist in soil mapping and analysis.

Assist in the administration of the County solid waste and recycling programs.

Investigate complaints regarding alleged violations of planning, zoning, building, plumbing, solid waste, subsurface sewage and environmental health codes, ordinance and conditions. Monitor franchise holder activities to ensure compliance with local and state rules and regulations.

Issue citations when necessary and draft documentation for court appearances. Appear in court as necessary.

Coordinate enforcement actions between department, County Counsel, Sheriff's Department and Board of County Commissioners.

Respond to inquiries related to enforcement procedures, practices and requirements and application of codes.

Draft and recommend forms and procedures. Prepare and maintain appropriate records, reports and files. Present reports to appropriate groups and agencies as appropriate.

Provide staff assistance to related advisory commissions/committees.

Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures.

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SUPERVISORY RESPONSIBILITIES: Supervision is not a normal responsibility of this position.

SUPERVISION RECEIVED: Work under the general supervision of the Land Development Services Director who assigns duties and reviews work.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a bachelor's degree with specialization in environmental sanitation or in the basic sciences relating to environmental sanitation, preference will be given for course work in soil science. Four years of progressively responsible experience in related work necessary to obtain the necessary qualifications. Or any satisfactory combination of experience and training which demonstrates the ability to perform the above duties.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid driver's license and be insurable under the County's liability insurance. Possession of, or the ability to possess within two months of hire, registration as a sanitarian trainee. Ability to possess registration as a sanitarian within two years of hire.

KNOWLEDGE, SKILL AND ABILITY: Knowledge of the theory and practices of environmental health. Knowledge of State and County codes relating to the different programs. Knowledge of report composition, effective communication practices, interpretation and enforcement of statutes, rules, codes, ordinances and conditions of approval.

Ability to comprehend and interpret statutes, codes, rules, ordinances, correspondence, complaints, reports and conditions of approval. Ability to uniformly apply laws, ordinances and regulations to diverse situations. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public.

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 functions.

Physical demands while in the office are minimal, involving the movement of files, books, equipments, etc. seldom exceeding 20 pounds. Field activity may require additional physical demands, such as walking, bending, stooping, climbing, etc. and occasionally lifting up to 100 pounds and moving equipment up to 50 pounds.

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 functions.

Work time is split between a general office environment and field activities. The performance of field work may require walking over various terrains or other hazards, and exposure to all weather conditions.