



## **EMPLOYMENT OPPORTUNITY**

**Job #PD18-045**

**Environmental Health Specialist II/Solid Waste Coordinator**

Planning/Solid Waste

Recruitment closes June 8, 2018 at 3:00 p.m.

*Postmarks not accepted.*

This is a regular full-time position for an Environmental Health Specialist II/Solid Waste Coordinator. Duties for this position will include inspecting closed landfills on a monthly basis, preparing monthly and yearly DEQ inspection reports, working with a third-party environmental consultant to evaluate, monitor, and maintain closed landfills, preparing necessary documents for Solid Waste advisory Council (SWAC) quarterly meetings, oversight of the Yamhill County household hazardous waste twice yearly events, other duties as outlined in the attached job description, or as assigned. This position may be underfilled with an Environmental Health Specialist I.

The successful candidate will have excellent customer service and communication skills, dependability, the ability to multi-task, effective problem solving skills, flexibility, and computer literacy and will be organized, detail-oriented, and able to work effectively alone or in a team environment, interacting with co-workers and the public in a courteous, professional manner and must have knowledge of: industrial manufacturing processes and waste management practices; principles of chemical properties, ecology, toxicology, and chemical waste; environmental health principles and practices; principles, practices, and techniques relating to the protection of the environment; enforcement of public health and safety regulations; food water, noise, land use, solid waste, and hazardous materials inspection; vectors and vector-borne diseases; sensitive habitats and protection of endangered species; and federal, state, and local regulations, ordinances, and codes related to environmental and public health, safety, and sanitation.

The position requires graduation from an accredited school with a Bachelor's degree in biology, chemistry, environmental science, sanitation, or a related field in addition to two years' experience at a level equivalent to an Environmental Health Specialist I. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work will be considered. Additionally, a valid license to drive in Oregon and a good driving record are also required.

Salary: \$4046 - \$4613/month anticipated at hire, depending on experience. Benefits include medical, dental, vision, life insurance, health savings, paid leaves, paid holidays, PERS and deferred compensation options. For more information, including how to apply, visit <http://www.co.yamhill.or.us/hr>.

In order to qualify for most HHS positions, applicants:

- Must not be excluded from participation in federal health care programs (Medicaid, Medicare, and other federally-funded programs that provide health benefits); and
- Must not be excluded from participation in federal procurement (Federal Acquisition Regulation) and non-procurement activities (Executive Order No. 12549).

Employees must be able to perform the essential functions of this classification with or without accommodation.

Yamhill County is an Equal Employment Opportunity Employer in full compliance with the ADA. All qualified applicants are encouraged to apply. **A completed County application is required.** Applicants are considered for employment based on their qualifications without regard to race, religion, gender, sexual orientation, national origin, age, marital or veteran status, medical condition or disability, or any other factor prohibited by law or regulation. ***Please notify the Human Resources Office if you need accommodation or assistance with any part of our application process.***

Opened **05/18/2018**



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| <b>WORKING TITLE:</b><br>ENVIRONMENTAL HEALTH SPECIALIST<br>II/SOLID WASTE COORDINATOR | <b>CLASSIFICATION:</b><br>ENVIRONMENTAL HEALTH SPECIALIST II |
| <b>DEPARTMENT:</b> PLANNING  | <b>DIVISION:</b> PLANNING/SOLID WASTE                        |
| <b>PAY RANGE:</b> OPEU 20  | <b>FLSA CATEGORY:</b> NON-EXEMPT                             |
| <b>PHYSICAL REQUIREMENTS:</b> ATTACHED   | <b>WORKERS COMP CODE:</b> 8835                               |
| <b>PPE:</b> PER WORK LOCATION  | <b>REVISION DATE:</b> MAY 2018                               |

### **JOB DESCRIPTION**

#### ***GENERAL STATEMENT OF DUTIES:***

Performs professional level sanitarian work in conducting surveys, making inspections and investigations to secure compliance with Oregon public health laws, administrative rules and guidelines. Advises businesses, cities, and individuals of noncompliance and recommends corrective action.

#### ***SUPERVISION RECEIVED:***

Works with established procedures and guidelines under the supervision of an Environmental Health Specialist III who reviews the work for conformance with established procedures and guidelines and for overall results achieved.

#### ***SUPERVISION EXERCISED:***

Supervision is not a responsibility of this class. However, an experienced employee in a position of this class may provide on-the-job training and orientation to a new employee in this class or an Environmental Health Specialist I.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Performs pre-cover inspections of subsurface sewage disposal systems; issues permits; enforces rules and regulations of the Oregon Department of Environmental Quality pertaining to subsurface disposal installations; advises the public and building contractors in the design, layout, and proper installation of such facilities.
- Maintains accurate and complete records on inspections and activities; prepares reports as required.
- Investigates complaints concerning food, water, animals, sewage disposal and communicable disease as required by law and with the assistance of other county staff as needed.
- Inspects closed landfills on a monthly basis and writes monthly and yearly DEQ inspection reports.
- Works with third party environmental consultant to evaluate, monitor, and maintain closed landfills.

- Prepares necessary documents needed for Solid Waste Advisory Council (SWAC) quarterly meetings and potential field trips.
- Facilitates quarterly meetings, documents, and retains information regarding SWAC recommendations.
- Evaluates franchise haulers' documentation regarding franchise renewals and fee increases.
- Prepares documentation needed to present at Board of Commissioners meetings; including include contracts, applications, recommendations and franchise renewals.
- Oversees Yamhill County Household Hazardous Waste twice yearly collection events.
- Attends various conferences and training courses to update or obtain new information concerning rules, regulations, and operating procedures.
- Performs other related work as required.

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

- Current methods, techniques and practices of environmental health.
- Laws, administrative rules and guidelines governing State sanitation programs.
- Basic mathematics.
- Accurate recordkeeping practices.
- Communicable disease prevention.

#### **SKILL IN:**

- Maintaining accurate records.
- Investigating complaints.
- Effective communication; both orally and in writing.

#### **ABILITY TO:**

- Make thorough inspections and investigations.
- Obtain samples, compile data and prepare clear and concise reports.
- Plan and organize work assignments.
- Read, understand, interpret and apply statutes, case law, administrative rules, guidelines and ordinances.
- Interact courteously and tactfully with the public, building contractors, and the business community.
- Establish and maintain effective working relationships with superiors, other county employees, employees of State agencies, and the public.
- Set up and maintain accurate notes and reports.
- Attend work as scheduled and/or required.

#### **MINIMUM EXPERIENCE AND TRAINING:**

Graduation from an accredited school with a degree in biology, chemistry, environmental science, sanitation or a related field and two years' experience at a level equivalent to an Environmental Health Specialist I is required. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

Possession of registration with the State of Oregon as a Sanitarian is required at hire or within 4 weeks of hire date.

**OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

**WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent typically works in a building and in outdoor areas and uses mechanical equipment as needed to perform duties with associated noise levels. Weather conditions may vary. The employee may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public may risk exposure to irrational/hostile behavior, contagious diseases, or contact with insects, rodents, and domestic or other animals.

*The physical demands 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.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*