



**Lake County  
Environmental Health Specialist**

BAND	GRADE	SUBGRADE	FLSA STATUS
C	4	1	Non-Exempt

NATURE OF WORK
<p>This position is responsible for coordinating a variety of environmental health programs including the food, beverage and lodging program. Responsibilities may include inspecting establishments for compliance with county, state and federal codes; and organizing and conducting environmental health education programs.</p>

TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)		FREQUENCY	BAND/ GRADE
1.	Administers food, beverage and lodging (FBL) program, this includes: preparing inspection reports; evaluating and approving FBL variances; preparing various reports; and enforcement of health ordinances, standards and regulations.	Daily 65%	C4
2.	Advises establishment operators of non-compliance with county, state and federal regulations. Advises operators of necessary corrections.	Daily 20%	C4
3.	Performs liaison duties with various State agencies on health-related matters.	Daily 5%	C4
4.	Develops and implements community programs to improve environmental quality.	Daily 5%	C4
5.	Obtains various specimens for laboratory analysis.	Daily 5%	B2
6.	Performs other duties of a similar nature or level.	As Required	N/B

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:
<p>The above classification responsibilities represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.</p>



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### LEVEL OF DECISIONS

Incumbents have appreciable latitude for determining the appropriate actions, decisions, or processes to use due to their professional knowledge and experience. Assignments are broad in nature, usually requiring some originality and ingenuity to ensure an appropriate alignment between assignments and organizational policies and objectives.

### DIRECTION RECEIVED

Work under general supervision, but is provided with clear objectives and standards to coordinate specific areas within assigned program. This level has increased individual responsibility to coordinate the processes.

### DIRECTION PROVIDED

Incumbents may assign/delegate work assignments to lower level employees; troubleshoot problems and issues commensurate with relevant experience; may instruct others in work methods and procedures; and verify the work of others.

### TRAINING AND EXPERIENCE REQUIREMENTS

Bachelor's degree in Environmental Health or related field; 2 year environmental health or related experience; or an equivalent combination of education and experience.

### LICENSING REQUIREMENTS

Incumbents in this class typically require:

- Registered Environmental Health Specialist\Registered Sanitarian.
- Valid driver's license

### KNOWLEDGE REQUIREMENTS

- Environmental health principles and practices;
- Principles and practices relating to recognition, elimination and control of environmental health hazards;
- Principles and practices of public administration;
- Customer service principles.

### SKILL REQUIREMENTS

- Providing environmental health services;
- Performing sample testing;
- Administering county, state and federal regulations;
- Preparing environmental case files and histories;
- Assessing potential non-compliance issues;
- Providing customer service;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.



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**PHYSICAL REQUIREMENTS**

Positions in this class typically require: reaching, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to chemicals, blood, travel, and environmental threats.

**CLASSIFICATION HISTORY**

<b>DATE</b>	<b>COMMENT</b>
July, 2017	Draft prepared by GBS (GM)

**NOTE**

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.