



# Employment Opportunity

## Kittitas County, Washington

**POSTED: 7/26/16**

**CLOSES: 8/9/16**

### **Environmental Health Specialist I**

The current vacancy in the Public Health Department is a part-time, permanent, (20 hours per week), non-exempt, benefited, non-union position expected to begin in August 2016. The current opening will primarily focus on the Onsite Septic System program. Anyone who meets the qualifications stated below may apply.

**SALARY RANGE:** \$1701.50 - \$2246 per month

#### **ESSENTIAL FUNCTIONS:**

- **Air Quality Program:**
  - Assist with air quality monitoring and public messaging.
  - Implement assessment, education, outreach, and planning activities.
  - Work closely with state and local partners.
- **Camps and Parks Program:**
  - Assist with plan reviews and annually permit camp and park facilities.
  - Conduct inspections of camp and park facilities.
- **Drinking Water Program:**
  - Perform standard water collection for bacteriological testing by a certified laboratory.
  - Develop and implement sanitary surveys of public water systems.
  - Assist with performance of design reviews of small water systems.
  - Review and approve water availability for building permits and land use applications.
  - Inspect well seals and tags on a percentage of new wells drilled as prescribed by Washington State Department of Ecology.
  - Conduct water and septic system evaluations of residences.
- **Food Safety Program:**
  - Conduct inspections of public food establishments.
  - Assist with performance of plan reviews and permitting food facilities.
- **Onsite Sewage Program:**
  - Conduct site evaluations, plan reviews and final inspections of on-site sewage systems.
  - Perform soil logs for land use applications.
  - Develop and implement testing and licensing procedures for on-site sewage system installers.
  - Implement licensing of septic pumps.
- **School Health and Safety Program:**
  - Conduct plan reviews and inspections of public and private school facilities and playgrounds.
- **Solid Waste Program:**
  - Conduct inspections of solid waste sites.

- Assist with reviews of engineering plans, hydro geological reports and SEPA findings and permit solid waste facilities.
- Assist with development of monitoring programs at solid waste sites.
- **Water Mitigation & Metering Program:**
  - Administer county-operated water banking program.
  - Assist with operation of county metering program.
  - Assist with enforcement of county water regulations.
- **Water Recreation Program:**
  - Assist with plan reviews and annually permit public pool and spa facilities.
  - Conduct inspections of public pool and spa facilities.
- **Zoonotics Program:**
  - Coordinate West Nile Virus Response Plan.
  - Review and investigate animal bites in the county.
  - Respond to reports and collect suspect dead animals when necessary.

#### **Responsible for Complaint and Epidemiological Investigation and Enforcement**

- Investigate and remedy complaints.
- Conduct epidemiological investigations including data collection and reporting.
- Referral to appropriate enforcement agency when appropriate.

#### **Responsible for Completion of Reports, Program and Professional Activities**

- Compose professional correspondence, prepare accurate reports, or provide information as needed by management staff.
- Develop and distribute education materials to the public.
- Keep supervisor informed of issues of importance to the agency.
- Responsible for own professional growth and development and necessary certifications through reading, continued education, consulting with other professionals, and initiating involvement in community programs/committees.

#### **OTHER FUNCTIONS:**

- Assist the Public Health Department as needed in the event of a public health emergency.
- Respond to Public Health related inquiries from the public as needed.

*This job description is a summary of the primary functions and expectations for this position. Additional department- related duties may be assigned as required.*

#### **MINIMUM QUALIFICATIONS:**

- High school diploma or GED equivalent.
- Five (5) years of progressive experience in Public Health, Environmental Health, or closely related area; or a Bachelor's degree in public health, environmental health, science, food science, biology, zoology, sanitary science or other closely related field as determined by the Public Health Department.
- Depending on primary program assignment, the appropriate program certification as required by law must be obtained within two years of date of hire. An extension may be allowed if local testing is not reasonably available or employee demonstrates a good faith effort in working towards obtaining required certifications within the Environmental Health Supervisor's discretion. The following includes the list of approved certifications:
  - Washington State Board of Registered Sanitarians, Registered Sanitarian.

- National Environmental Health Association, Registered Environmental Health Specialist.
- Washington State Department of Licensing, Inspector Certificate of Competency for On Site Sewage Wastewater Treatment Technology.
- National Swimming Pool Foundation, Certified Pool and Spa Operator.
- Washington State Department of Health, Certificate of Completion, Food Inspector Training
- Solid Waste Association of North America (SWANA) Manager of Landfill Operations Certification (MOLO).
- Occupational Safety and Health Administration (OSHA) - Hazardous Materials and Hazardous Waste Operations and Emergency Response Certification.
- Washington State Department of Health, Qualified Sanitary Surveyor Certification.
- Complete Washington State Department of Ecology Well Delegation Program Training.
- Complete the National Playground Safety Inspector Certification and Indoor Air Quality Course.
- Valid Washington State driver's license.
- A criminal history and background check will be performed. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify you from employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Effective written and verbal communication skills.
- Ability to maintain confidentiality and adhere to HIPAA guidelines.
- Demonstrated knowledge & experience with Microsoft Office Programs.
- Ability to work independently.
- Ability to cooperate and work effectively with coworkers, supervisors, other agencies, and the public in individual and group settings.
- Ability to maintain accurate records and prepare written reports.
- Ability to manage stress effectively.
- Ability to problem solve and seek creative solutions.
- Ability to obtain NIMS training (100, 200, 700, 800) within one year of hire.

**PREFERRED QUALIFICATIONS:**

- Prior Public Health and/or Environmental Health experience.
- Experience in public speaking.
- Grant writing experience.
- Knowledge of local Kittitas County community.
- Skilled in reading and interpreting maps, blueprints, schematics and plans.
- Ability to use math skills in computations. Bilingual in English/Spanish.

**WORKING CONDITIONS:**

Work is conducted in a variety of environments, including remote, rural areas. The position requires daily public contact and attendance at a variety of meetings. Travel throughout the county and the local region is required in all weather conditions. Must have the ability to traverse a variety of terrain, including steep, uneven, vegetated, rugged, and slippery surfaces, and be able to withstand exposure to all weather conditions for extended periods of time. Must be able to push/pull/lift and/or move up to 50 pounds, and occasionally up to 100 pounds (septic tank lids), ensuring use of proper lifting techniques at all times. There is possible exposure to raw sewage, which may contain pathogenic organisms. All PPE must be worn when required for employee safety.

There are variations in working hours that will include extended shifts and occasional evening and weekend work. Regular attendance and punctuality are required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

All public health department staff, including employees, interns, and volunteers, are expected to be fully immunized for vaccine preventable diseases. Proof of immunization status or a signed waiver based on medical, religious, or personal objection is required from all staff.

**APPLICATION PROCESS:**

Applicants must apply online using the electronic recruitment portal. Completed applications must be submitted to Human Resources by **5:00 PM** on the closing date. The following items are required: 1) Kittitas County Employment Application; 2) Resume; 3) Letter of Interest; 4) Three (3) professional references and one (1) personal reference and 5) Supplemental Exam Answers. **Please note: All applications must be submitted online; paper copies will not be accepted.**

**SUPPLEMENTAL EXAM QUESTIONS:**

- 1) Describe how environmental health relates to your daily life and the community you live in?
- 2) How does the onsite septic system program impact communities?
- 3) As a regulator, what is the most important tool for gaining compliance within a community?
- 4) Describe your view of customer service and how it relates to gaining compliance with state and local rules.