

Whitman County Human Resources
400 N. Main Street • Colfax, WA 99111
(509) 397-5242 • FAX (509) 397-6355 • www.whitmancounty.org



JOB ANNOUNCEMENT

POSITION: Environmental Health Technician

DEPARTMENT: Public Health

SALARY: \$3,155.00 per month plus benefits (EHS)

UNION STATUS: Courthouse Bargaining Unit - Initiation fee and monthly dues payment required.

TO APPLY: Whitman County Human Resources
400 N. Main Street
Colfax, WA 99111
(509) 397-6205

LOCATION: Colfax/Pullman

CLOSING DATE: Open Until Filled

SELECTION PROCESS: Applicants must submit a signed Whitman County application form and Environmental Health Technician Supplemental Questionnaire. The applications will be reviewed and evaluated to determine applicants invited for an interview.

TO QUALIFY: See attached for example of duties and requirements.

In compliance with the Immigration Reform and Control Act of 1986, Whitman County will hire only United States citizens and aliens authorized to work in the United States. Documented evidence of identity and employment eligibility must be presented at time of hire.

WHITMAN COUNTY IS A SMOKE-FREE WORKPLACE

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

AMERICANS WITH DISABILITIES ACT

Any person requiring accommodation should advise us of that need.

**Environmental Health Technician
WHITMAN COUNTY
POSITION DESCRIPTION**

Effective Date:	May 22, 2017
Position Title:	Environmental Health Technician
Job Family Classification #:	28
Department Title:	Health Department
Department Code:	280
Pay Grade:	EHS
FLSA Status:	Non-Exempt
Union Status:	Represented
Reports to:	Public Health Director

BASIC PURPOSE:

The primary function of the Environmental Health Technician (EHT) is the enforcement of Whitman County's solid waste regulations and conducting routine food service establishment inspections under the direction of the Environmental Health Director. The EHT must be able to communicate professionally and effectively with Environmental Health and Public Health supervisors and support staff, both verbally and in written reports. Additional tasks and responsibilities may be assigned by the EHT's supervisor(s).

NATURE OF WORK:

This is an entry-level position within the Environmental Health Department, with responsibilities that may include school facilities surveys, food preparation facility inspections, water recreation facilities, and nuisance or solid waste complaint evaluations and actions. The employee of this class will work under the direction of the Environmental Health Director. This work involves contact with various members of the county such as contractors, business owners and managers, medical and environmental professionals, and government officials. This work requires independent judgment in applying county and state environmental health laws and regulations. Work will require the employee to operate automobiles, field test kits, audio-visual equipment, cameras, and temperature recording devices with a high degree of accuracy. Work is performed at field sites and in an office setting.

SUPERVISION EXERCISED AND RECEIVED:

Supervision is not a responsibility of this position. Work is performed under the general direction of the Environmental Health Director and is reviewed through reports, consultations, public comments, and results achieved.

ESSENTIAL FUNCTIONS:

Apply environmental health regulations and laws; communicate with the public using speaking and listening skills; communicate clearly and concisely in writing; travel within the county; efficiently use computers and appropriate software.

NON-TECHNICAL ESSENTIAL FUNCTIONS:

Establish effective working relationships with the public, co-workers, local, regional and state officials; prioritize tasks and organize work; maintain flexibility.

EXAMPLES OF DUTIES

Inspect, monitor, and evaluate facilities (e.g., food service establishments, schools) for compliance with State and local health regulations and standards. Implement applicable agency policies and procedures.

Advise the public of environmental health standards and methods of disease prevention related to food preparation and service, nuisance complaints, and other public health related matters.

Notify owners or operators of needed and required improvements. Obtain compliance commitments. Plan and conduct follow-up inspections and conferences. Issue or withhold permits or licenses.

Initiate legal enforcement action when necessary. Testify as a witness as needed.

Collect data through the performance of routine visual and chemical tests by taking water samples from a variety of sites under a variety of conditions. Check for pH, chlorine residual, carbon dioxide, and alkalinity. Write reports based on interpretation of the data.

Assist with routine epidemiological investigations for various environmental health exposures, illness and non-illness complaints such as enteric and zoonotic diseases.

Respond to public nuisance requests concerning dead animals, unauthorized dumping, and vector control. Identify cause and extent of trouble. Locate persons responsible and advise property owners, complainants, and offenders of pertinent sanitation code. Suggest solutions within the limits per prior recommendations.

Conduct public education classes on applicable environmental health programs, regulations, policies, and procedures.

Represent the department at meetings as assigned. Prepare reports/ documents as necessary.

Perform other work as required.

SELECTION CRITERIA

Knowledge, Skills, Abilities

- Knowledge of theory and practices of environmental sciences, life sciences or related fields.
- Knowledge of the principles and practices underlying professional environmental health techniques and professional ethics.
- Knowledge of preventative measures in the maintenance of an acceptable level of sanitation and environmental protection in the community.
- Knowledge of the functions and resources of public and private agencies engaged in public and environmental health
- General knowledge of computer applications and hardware related to performance of the essential functions of the job and data entry
- General knowledge of modern methods, techniques and theories of environmental health
- Skill in reading documents written in Standard English text such as administrative policies and procedure manuals
- Skill in writing grammatically correct routine business and scientific correspondences
- Skill in speaking clearly and distinctly using appropriate vocabulary and grammar
- Word Processing skills to prepare correspondence to federal, state and local agencies, as well as county residents.
- Ability to plan and organize work and complete accurate, on-going records.
- Ability to readily grasp the principles underlying the administration and operation of environmental health programs.
- Ability to understand and apply available guidelines to varied operational requirements, and to follow stated oral and written instructions.
- Ability to meet and deal with the public in a pleasant and courteous manner.
- Ability to communicate effectively

EXPERIENCE, EDUCATION AND TRAINING

Bachelor of Science degree in Biology, Chemistry, Environmental Health or related field. Understanding of basic environmental health principles and practices. Possession of, or ability to obtain, a valid driver's license. Must have a safe driving record and be able to travel to job sites within the county.

Environmental Health Technician Supplemental Questionnaire

Please add additional sheets, if necessary.

1. One of the primary responsibilities of the Environmental Health Technician is educating the public on the rules and regulations for solid waste, and if necessary, follow-up with enforcement. Briefly describe a situation you experienced where you were required to act in a regulatory manner or describe how you would.

2. In your own words, please describe your understanding of solid waste and the health risks associated with it.

3. As an Environmental Health Technician, you will be responsible for inspecting food service establishments, schools, swimming pools and hotels. During these inspections you may be required to close or penalize the establishment due to health risks or violation of county regulations. Please describe a situation where you were required to give bad or negative news to an individual or business and any follow up recommendations that you suggested.

4. As an Environmental Health Technician you will be required to work with outside agencies at the local, state, and federal level. Briefly describe a situation where you were required to work with new partners.

5. The initial training for an Environmental Health Technician requires several learning methods (i.e. on-the-job, online, books, regulations, etc). Please describe your learning style and the training methods you feel work best for you.

6. Please describe your understanding of septic systems and drain fields and the need for environmental health staff to oversee the installation and maintenance of these systems.

7. Please describe your experience in preparing presentations and speaking in front of audiences.

8. Please describe your working knowledge of computer systems identifying specific software or applications used.

9. The Environmental Health Technician is an essential part of the Environmental Health Department team. Please describe a situation where you were able to improve the team effort of an organization or group.
