

**SAN JUAN BASIN PUBLIC HEALTH
CLASS SPECIFICATION**

Environmental Health Technician

<u>JOB FAMILY</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Environmental Health	B22	Non-Exempt

CLASS SUMMARY:

This class is the entry level in the **Environmental Health Series** and is devoted to supporting the work of the Environmental Health staff. Incumbents, as assigned, provide general administrative support to the division director and technical, administrative, and project-based support to the Environmental Health team in the areas of retail food safety, childcare centers, air and water quality, On-site Wastewater Treatment Systems (OWTS), waste tires, laboratory services, and other environmental health programs.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of SJBPH.

Answers general questions from the public (phone, voicemail, walk-ins, email) in matters related to Environmental Health. Makes appointments for clients to meet with EH staff as appropriate. Assists clients with completion of forms or applications.

Receives, documents, and refers complaints to the appropriate staff person for investigation; logs complaints and tracks to ensure they are followed-up and completed in a timely manner.

Log and track requests for planning comments from La Plata and Archuleta Counties and municipalities.

Collects, monitors, maintains and evaluates program data; conducts basic program and industry research; identifies and provides support in implementing best practices.

Prepares and maintains a variety of reports, activity documentation and related correspondence for official use and for public information, including monthly program reports, periodic progress reports, annual report, etc..

Assists in epidemiological investigations, as needed.

Coordinates and facilitates meetings, orientations, workshops, outreach activities, public education campaigns or other program events; prepares, distributes and/or posts a variety of communication materials.

Receive Onsite Wastewater Permit System (OWTS) applications, open file, assemble design review packets, confirm receipt, track payments. Receives Retail Food Establishment and Childcare center plan review information.

Fill Open Records Requests and requests for copies of OWTS permits. Completes records searches for liquor and/or business license inquiries.

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Coordinate logistics for public workshops and classes, including securing room, arranging for refreshments, maintaining registration list, tracking payment, and issuing certificates and licenses as appropriate.
Receives certifications and documentation and issues a variety of certificates, licenses and acceptance documents. Maintains registry for soil technicians and NAWT inspectors.
Responsible for a variety of data entry into multiple systems, including water lab results, OWTS permit information, complaint logs, RFE inspection information, etc.
Assists with monthly billing for water lab, including preparing and sending invoices and statements, monitoring accounts for quality assurance (i.e. correct application of payments), and follow-up on past-due accounts.
Monitors program objectives, quality assurance activities and/or other program measures; tracks budget, expenditures and/or grant utilization; and prepares and maintains reports and program documentation.
Drives and maintains the ability to operate a motor vehicle as required in the provision of assigned duties.
Performs other duties of a similar nature and level as assigned. May be assigned special projects from time to time.

<p><u>TRAINING AND EXPERIENCE:</u></p> <p>Associate's degree in business, the sciences, or environmental studies and one year of related experience. Bachelor's degree is preferred.</p> <p>OR</p> <p>An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.</p>
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<p><u>LICENSING/CERTIFICATIONS:</u></p> <ul style="list-style-type: none">▪ Valid Colorado Driver's License.

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KNOWLEDGE OF:

- Basic principles of accounting
- Basic principles and practices of quality control
- Techniques and methods for organizing, prioritizing, assigning and monitoring work
- Applicable federal, state and local laws, codes, regulations (based on assignment)
- Customer service principles
- Filing and record-keeping principles
- Modern office technology
- Health Insurance Portability and Accountability Act

SKILL IN:

- Applying consistent quality control methods
- Providing attention to detail in assignments
- Preparing and maintaining reports, records, logs and files
- Coordinating deadlines, prioritizing work demands and assigning/monitoring work performed, as assigned
- Performing basic original research, compiling and assembling data
- Business math computations
- Preparing reports, correspondence and documentation
- Maintaining and updating documentation
- Updating and maintaining database information and spreadsheets
- Reviewing and researching program data and industry best practices
- Exercising confidentiality
- Providing attention to detail in assignments
- Comprehending reference books and manuals
- Gathering data, analyzing findings and applying logic and reason
- Interpreting and applying applicable laws, codes, regulations and standards (based on assignment).
- Providing customer service
- Utilizing a computer and relevant software applications
- Utilizing communication and interpersonal skills as applied to interactions with coworkers, supervisors, the general public and others to sufficiently exchange or convey information and to receive work direction

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ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: climbing, stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, 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 lift, carry, push, pull or otherwise move objects including the human body.

Working Conditions:

Work is performed in both the field and in an indoor office environment with moderate exposure to atmospheric conditions (such as fumes, odors, dusts, gases, poor ventilation, etc.); moderate exposure to hazardous materials (such as chemicals, blood and other body fluids); and moderate exposure to extreme temperatures and travel.

Emergency Preparedness:

Must participate from time to time in Disaster Preparedness and emergency events.

NOTE:

This job classification description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and Fair Labor Standards Act (FLSA) designation may vary based on the specific tasks assigned to the position.

CLASS HISTORY INFORMATION:

Date: (05/2018)

Approved by:

(Supervisor – Signature)	(Title)	(Date)

Reviewed by:

(Human Resource Director – Signature)	(Title)	(Date)

Receipt and Acknowledgment:

I acknowledge and understand that:

- This job description, and receipt and acknowledgment of this job description, does not imply or create a promise of employment or employment contract of any kind. I understand and acknowledge that my employment with San Juan Basin Public Health is “at will” and may be terminated by me or the employer at any time with or without cause.
- The job description provides a general summary and requirements of the position in which I am employed. At this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is

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my responsibility to inform my supervisor if, at any time, I am no longer qualified for my position and/or unable to perform the job requirements or essential functions of my job.

- Job descriptions, duties, tasks, work hours, work requirements and qualifications may be changed at any time at the discretion of San Juan Basin Public Health. Further, all San Juan Basin Public Health employees understand and acknowledge that any loss of funding to SJBPH may result in employer restructuring, amended/eliminated job descriptions, and/or termination of employment.
- Acceptable job performance requires: (a) proper compliance with and completion of all aspects of the job description; and (b) compliance with San Juan Basin Public Health policies, procedures, rules and regulations.
- I have read and understand this job description.

(Print Employee Name)	(Employee Signature)	(Date)