

## ENVIRONMENTAL HEALTH SPECIALIST

### FUNCTION OF THE JOB

Under supervision, provides environmental health services to the community and ensures compliance with federal, state, and local regulations through education, inspection, and technical testing/analysis for the prevention of disease and to promote health; and to perform other duties as required.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Analyzes water by performing tests on samples from wells, streams, lakes, and other water sources to detect the presence and level of certain chemicals and harmful microorganisms.
2. Organizes and executes functions necessary for the operation of the laboratory including: preparation of media, solutions, and reagents for chemical tests, preparation of cultures for bacteria isolation; cleaning and preparation of equipment; QA, QC, preventive maintenance, maintain inventory of equipment, schedule maintenance / order supplies as necessary, and complete required documentation.
3. Participates in the DNR Transient, Non-Community Well Program, including collecting water samples and performing inspections of these wells.
4. Facilitates and implements Waukesha County's Local Rabies Control Program by investigating animal bites to humans and suspected or confirmed exposures of domestic animals to a rabid animal; takes appropriate measures; oversees animal quarantines and conducts observations in accordance with the local rabies control program plan.
5. Enforces the County ordinance related to Dangerous and Prohibited Dangerous Animals.
6. Conducts inspections of transient/mobile food establishments and tourist rooming houses as part of DATCP agent program.
7. Receives and responds to human health hazards and nuisance complaints.
8. Assists with the implementation of the County's radon program.
9. Participates in investigations as part of the childhood lead program.
10. Works as a member of a team toward accomplishing program objectives.
11. Maintains records, prepare reports, and enters data related to investigations, inspections, and test results.
12. Maintains records and privacy in accordance with HIPAA.
13. Abides by various policies and procedures and utilizes forms and tools to perform assigned duties.
14. Attends meetings and trainings to stay abreast of new concepts, equipment, and requirements.
15. Recommends process improvements and participates in related activities.
16. Maintains prompt, predictable, and regular attendance.
17. Establishes and maintains effective working relationships with a variety of people including business owners, homeowners, law enforcement, veterinary staff, state agencies, County staff, and the general public.
18. Performs other duties as required.

### QUALIFICATIONS

#### Essential Knowledge and Abilities

1. Working knowledge of the principles and practices of investigations, including data collection, sampling, equipment, and terminology.
2. Working knowledge of standards, skills, statutes, administrative code, and ordinances.
3. Working knowledge of HIPAA compliance standards and all aspects of client privacy practices.
4. Working knowledge of safety precautions.

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5. Working knowledge of computerized department software, internet access, and database, spreadsheet, and word processing programs.
6. Working knowledge of standard office equipment, including telephones, fax machines, keyboards, copiers, printers, scanners, shredders, and department/division specific equipment.
7. Ability to exercise discretion and independent judgment reasonably and accurately in interpretation of statutes, codes, and ordinances based upon public health principles.
8. Ability to collect data and interpret, analyze, review, record and prepare verbal or written reports.
9. Ability to use computerized database management systems.
10. Ability to utilize word processing, database, and spreadsheet programs.
11. Ability to work independently and assume responsibility for special projects as assigned.
12. Ability to establish and maintain effective working relationships with a variety of people including business owners, homeowners, law enforcement, veterinary staff, state agencies, County staff, and the general public.
13. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic and professional backgrounds, and persons of all ages and lifestyles.
14. Ability to communicate effectively, both orally and in writing.
15. Ability to prepare and maintain accurate records and reports.

### Training and Experience

1. An Associate's degree from a recognized college or university in bacteriology, biology, animal science, microbiology, chemistry, environmental health and waste water technology, or related sciences.
2. Certification applicable to work assignment and as designated by management within one year of employment and/or work assignment change. This may include but is not limited to:
  - a. DNR Well Inspector
  - b. DATCP Rabies Observer
  - c. DHS Lead Risk Assessor
  - d. Radon Mitigation
  - e. Radon Measurement
3. Valid driver's license.