

SENIOR ENVIRONMENTAL HEALTH SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is a specialized professional/technical position responsible for performing and overseeing environmental health and sanitary activities. The employee reports directly to, and works under the direct supervision of the Director of Environmental Health Services. Supervision is exercised over Environmental Health Specialist and subordinate employees. Does related work, as required

TYPICAL WORK ACTIVITIES:

Supervision of all activities of Environmental Health Specialist and subordinate personnel;

Inspects and prepares reports of findings of food service establishments, private water supplies, private wastewater disposal systems, bathing beaches and swimming pools, facilities for refuse disposal, temporary and/or permanent residences and farm labor camps, industrial wastewater facilities, mobile home parks, schools, public water supplies, public health nuisances, and other facilities;

Under the direction of a licensed Engineer, reviews complex engineering plans submitted by Registered Architects and/or Licensed Professional Engineers for compliance with local and State Sanitary Regulations for food service and temporary residence facilities, for both new construction and remodeling;

Under the direction of a licensed Engineer, secures necessary modifications to plans from Engineer or Architect and recommends Health Department approval;

Responds to complaints and participates in surveys;

Coordinates Environmental Health Staff response to public health emergencies with local and state agencies;

Assists state agency in performing complex investigations relating to the release of hazardous materials to the environment;

Oversees and investigates outbreaks of food-borne and water-borne disease epidemiology;

Collects water, food and other samples for laboratory examination;

Analyzes complex biological, bacteriological, and chemical data;

Enforces provisions of the County and State Sanitary Codes and State Environmental Conservation Law;

Holds conferences and administrative meetings/ hearings with owners and operators of establishments and facilities in relation to compliance with minimum standards of sanitation;

Prepares articles, bulletins, reports and papers needed for legal actions where indicated to obtain compliance with codes;

Assists with legal actions, as necessary, for program enforcement;

Plans, prepares and conducts environmental health education programs for general public and permitted facilities;

Deliver talks to various community groups as required;

Plans, prepares, coordinates and/or conducts the training of Environmental Health Specialist and other subordinate personnel in inspection and investigation techniques;

Evaluates Environmental Health Specialist and subordinate personnel in job performance;

Studies present and proposed local regulations to determine conformity with the State Sanitary Code and confers with local officials regarding non-conforming resolutions;

Keeps current with Administrative Procedures and Technical References as set forth by the NYSDOH Bureau of Community Sanitation and Food Protection;

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The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS: Good knowledge of food sanitation and the principles involved in the preparation and storage of clean and safe food; good knowledge of food bacteriology and chemistry; good knowledge of the methods used in investigating, preventing and checking food borne outbreaks of disease; good knowledge of the interpretation of laboratory results such as, coli form determination, direct microscopic and plate counts and swab rinse tests; good knowledge of state and local environmental health and sanitary codes, rules, regulations, laws, and ordinances; ability to evaluate complex engineering plans in a logical manner with respect to established design criteria; ability to inspect restaurants; ability to supervise the work of others; ability to organize materials and prepare narrative reports and documentation of inspections and investigations; ability to prepare and deliver effective oral presentations, and to secure the interest and cooperation of civic groups and officials; ability to train and instruct others in environmental health work; ability to establish and maintain effective professional relationships with others; tact and courtesy; integrity; good judgment.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee constantly is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually moderate.

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MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND EITHER:**

- A. Graduation from a regionally accredited or New York State Registered college or university with a Bachelor's degree with 30 credit hours in the physical and biological sciences and two (2) years of full-time paid experience as Public Health Sanitarian or Environmental Health Specialist;

OR

- B. Six (6) years of full-time paid experience as a Public Health Sanitarian or Environmental Health Specialist.

Part-Time paid experience may be prorated.

SPECIAL REQUIREMENTS FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

Successful completion of a New York State Health Department approved training course. Dates of attendance to be determined by the appointing authority. Possession of a valid NYS Driver's license.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class

Adopted 5/15/01

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