

Senior Environmental Health Technician

\$64,109.76 - \$77,940 Yearly

Definition

Under general supervision, leads, trains, and performs a variety of technical office and field support functions for the County's environmental health programs; assists the public inquiring about permit application services; reviews, processes, and issues permit applications provided by Environmental Health; assists in ensuring compliance with various environmental health regulations required by Federal, State, and local statutes and ordinances; conducts routine field inspections to ensure compliance; and performs a variety of research related to environmental health compliance.

Distinguishing Characteristics

The Senior Environmental Health Technician is an advanced journey level classification within the Environmental Health Technician series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing lead duties or by performing the more complex environmental health functions. Employees at this level are required to be fully trained in all procedures related to the assigned area of responsibility and have technical knowledge of all programs.

This class series is distinguished from the classes in the professional Environmental Health Specialist and Hazardous Materials Specialist series' in that Environmental Health Technicians support the professional work conducted by those classes. The technical support work may involve elements of the professional work. However, the technical support work does not require the specialized education, training, and/or State registration to perform the work as is required, by law and policy, of the professional level classes.

Essential Functions:

Duties may include, but are not limited to, the following:

- Conducts routine initial and follow-up field inspections on certain Environmental Health programs to ensure regulatory compliance.
- Gathers, organizes, and prepares environmental samples for testing according to prescribed standards.
- Provides and explains information to the public regarding federal, state, and local environmental laws and regulations applicable to departmental jurisdiction and compliance responsibilities at the office counter and on the telephone.
- Inputs, updates, and maintains data and permit records and files in automated tracking systems.
- Organizes, records, and maintains various data and records; prepares reports and routine notices; and researches permit and code enforcement issues as necessary.
- Prepares correspondence and notifications providing and requesting information.
- Prepares a variety of information and self-help related materials pertaining to environmental issues for physical distribution or placement on program webpages.
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- Processes the more complex Environmental Health permit applications; ensures that necessary permit reviews are completed by the responsible parties and local, state, and federal agencies; and performs the more complex research involving parcel and permit history
- Assists in developing and revising policies and procedures and manuals related to the area of assignment

- Serves as a technical resource and advisor to lower-level staff and the public in the interpretation and application of environmental health guidelines
- Trains and leads lower level technical and/or clerical staff in technical and procedural aspects of environmental health.
- Performs related duties and special projects as assigned.

Minimum Qualifications

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: Two years of responsible journey level experience comparable to an Environmental Health Technician II with Yolo County.

Substitution: College level courses in chemistry, biology, physics, toxicology, environmental science, or a related field may substitute for one (1) year of the required experience, with one (1) year of experience being equivalent to either thirty (30) semester units or forty-five (45) quarter units.

License: Positions in this classification require incumbents to possess and maintain a valid California driver's license, Class C or higher, to carry out job related duties. Individuals who do not meet this requirement due to a physical or mental disability may request a reasonable accommodation.

Knowledge & Abilities

Knowledge of:

- Applicable environmental laws, regulations, and ordinances related to environmental health, land use, and permitting processes
- Policies and procedures of the Environmental Health Division and County regulations
- Technical resource materials and information sources applicable to environmental health related activities
- Department and division specific software systems

Ability to:

- Clearly and concisely explain complex requirements and procedures to those less knowledgeable
- Ability to respond to complex and difficult customer service requests and interactions
- Analyze situations objectively and determine appropriate course of action
- Train, assign, and review the work of technical and/or clerical staff
- Assume a lead role to less experienced staff and work independently in the absence of supervision
- Use independent judgment to resolve a variety of issues

Environmental & Functional Factors

Incumbents in this class work at various geographic locations throughout the County. The incumbents will work inside and outside in all types of climatic conditions and will be exposed to varying levels of noise. Incumbents work alone or closely with others and should be able to verbally communicate and address a variety of stressful situations with diverse stakeholders in a calm, professional manner. The incumbents are also required to travel independently to various inspection sites throughout the County.

Medical Class

Medical Class II: This class requires that the person stand or walk most of the time with bending, stooping, squatting, twisting, reaching, working on irregular surfaces, frequent lifting of objects up to twenty-five pounds and occasional lifting of objects up to fifty pounds may be required.