

ENVIRONMENTAL HEALTH SPECIALIST, SENIOR

JOB PURPOSE AND SUMMARY

Positions of this class are responsible for performing a variety of field and office assignments that require the application of standard principles in the development and operation of environmental health program services in accordance with federal, state, and local regulations. This position is usually assigned to a specialized area but may assist in other areas as assigned.

CLASSIFICATION DISTINCTIONS

The Environmental Health Specialist, Senior, classification is distinguished from the Environmental Health Specialist (1&2) by the level of responsibility assumed and the complexity of duties assigned requiring substantial use of independent judgement and minimal supervision. This classification may act in a lead capacity within area(s) of expertise and help guide the work of others that assist with assigned program or project work.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

Duties can vary by position and may include but not limited to the following:

- Identifies grant, contract, or project opportunities that support program services.
- Plans, prepares, and/or assists with project proposals, applications, budgets, project management plan, contractor procurement, reporting, deliverables, etc.
- Performs in lead role for program or project development, implementation, and project management.
- Represents the department by serving on interagency coalitions, workgroups, task forces, special projects, committees, and other community engagement groups.
- Helps draft code development, service contracts, interlocal agreements, memorandums of agreement, and other legal documents.
- Assists with the development, implementation, and modification of program policies, protocols, procedures, objectives, and other program workflow processes.
- Creates, analyzes, and interprets complex data sets and reports for risk assessment and direct reporting.
- Serves as the technical lead and expert for assigned program services and provides support and guidance to staff and other programs.
- Provides guidance, support, and lead role on complex issues, projects, field sites, trouble shooting, technical report writing, and program or project analysis.
- Helps ensure appropriate training and/or mentoring of staff and provides support with applicable regulations, policies, procedures, and objectives.

Perform other related duties as assigned.

QUALIFICATIONS

Education and Experience:

- Bachelor of Science degree in environmental health, environmental science, or a closely related field.

- Seven (7) years of Environmental Health Specialist, or equivalent, work experience that demonstrate the ability to perform the duties of the position.
- Positions may be required to possess a professional certification applicable to area(s) of assignment.
- Project management or lead worker experience is preferred.

Knowledge of : Federal, State, and local regulations pertaining to assigned elements of environmental health, risk management, contracts and legal documents, project management, planning and permitting processes, grant or contract planning and budgeting.

Ability to:

- Identify and prepare grant or project proposals, administer grant funds, prepare detailed documentation and communications in the form of technical papers, written reports, and a variety of memos and letters, analyze and evaluate complex problems and devise solutions, adapt quickly to unanticipated changes in priorities and timelines.
- Independently exercise sound judgement, effectively plan and organize work and complete tasks within prescribed timeframes, establish effective working relationships and communications with contractors, consultants, staff, regulatory agencies, property owners, stakeholders, and the public.
- Effectively plan, direct, and delegate program components, interpret and explain policies, procedures, laws, and regulations.
- Evaluate work and assist staff when assigned.