



COLUMBIA COUNTY, OREGON
JOB TITLE: ENVIRONMENTAL HEALTH SPECIALIST TRAINEE
DATE: JULY 1, 2024

EXEMPT (Y/N):	No	CLASSIFICATION:	CSC
DEPARTMENT:	Public Health	JOB CODE:	308
SUPERVISOR:	Director, Public Health	SALARY RANGE:	24
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

GENERAL STATEMENT OF DUTIES: Perform environmental compliance work in conducting plan reviews, surveys, inspections, and investigations related to the administration of various county environmental regulations including but not limited to public drinking water systems, and food, pool, and lodging facilities. Work is performed at the Trainee level under the direction of a certified Environmental Health Specialist.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Assist in the inspection of food, tourist, housing, school, institutional care and childcare facilities, and public swimming and spa pools for compliance with federal and state laws and rules.

Conduct health hazard surveys and assist in conducting public drinking water system surveys. Monitor drinking water systems to assure compliance with sampling and testing requirements.

Assist with epidemiological investigations related to food and water and zoonotic/vector diseases affecting humans. Provide surge capacity support for communicable disease case investigations and outbreak response.

Assist in the review of building and mechanical plans and specifications of proposed or existing facilities for compliance with public health laws.

Obtain necessary certifications as an Environmental Health Specialist which is required by the State of Oregon and the county.

Prepare and maintain appropriate records, reports, and files. Present reports to appropriate groups and agencies as needed.

In the event of a declared emergency by the Board of County Commissioners, the position is subject to a temporary emergency assignment according to the Emergency Management Plan, for which prior preparation or cross-training may occur. Position will return to the regular assignment upon vacation of the declaration of emergency.

Maintain a high level of confidentiality in regard to issues encountered.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required. Inspection work may occur on evenings, weekends, and some holidays.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not a responsibility assigned to this position.



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SUPERVISION RECEIVED: Work is performed under the general direction of the Public Health Director who provides policy, procedure, and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a four-year degree from an accredited college or university, including at least 45 quarter hours or the equivalent semester hours in science courses relating to environmental sanitation. Four years' of increasingly responsible experience in environmental science or related field in order to obtain certification, OR possession of at least 15 quarter hours in qualifying science courses, or the equivalent semester hours, and proof of 9,600 hours of qualifying pre-registration work experience.

DESIRABLE QUALIFICATIONS: Bilingual, Spanish-speaking preferred. Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of, or the ability to become registered as an Environmental Health Specialist trainee with the State of Oregon. Must obtain certification as an Environmental Health Specialist within two years of hire. Must possess a valid driver's license and be insurable under the county's liability insurance.

KNOWLEDGE, SKILL, AND ABILITY: Knowledge of the theory and practices of environmental science and environmental health. Knowledge of state and county codes relating to each program. Display knowledge of the principles and practices of environmental health; knowledge of the laws and administrative rules governing the environmental health programs of the State.

Skill in utilizing software programs and Microsoft Office products. Skill in report composition, effective communication practices, interpretation and enforcement of statutes, rules, codes, ordinances, and conditions of approval.

Ability to:

- Organize, prioritize, and produce an accurate work product and meet deadlines. Maintain complete and accurate records.
- Effectively plan and organize workload. Perform the more routine duties as assigned with increasing independence.
- Express ideas effectively, both verbally and in writing. Use sound judgment.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.



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- Effectively conduct inspections related to the programs.
- Comprehend and interpret statutes, codes, rules, ordinances, correspondence, complaints, reports, and conditions of approval. Uniformly apply laws, ordinances, and regulations.
- Make thorough investigations, compile data, and prepare clear and concise reports.
- Promote awareness of and participate toward the correction of public health problems among the public.

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background screening.

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

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds. Field activity may require additional physical demands, such as walking, bending, stooping, climbing, etc., and occasionally lifting up to 50 pounds and/or moving equipment which may weigh 50 pounds.

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

General office environment. Driving is a regular requirement of the position. Field work may require walking over various terrains or other hazards, including unimproved areas, and exposure to all weather conditions, including extremes of hot and cold and wet weather. Position may require occasional after hours or weekend work.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***