Employment Bulletin #17-007

POSITION: Environmental Health Specialist I or II
DIVISION: Environmental Health
SALARY RANGE: EHS I - $4,174 to $5,594/month, starting salary is generally $4,174 DOE
EHS II - $4,602 to $6,799/month, starting salary is generally $4,602 DOE
HOURS: Full Time – 40 hours/week – Currently 1 FT and 2 FT temporary positions
UNION: PTE – Environmental Health Unit

POSITION DUTIES: Per Attached Position Description
The Snohomish Health District is currently accepting application materials for Environmental Health Specialist (EHS) I or II depending on experience and Registered Sanitarian status. This recruitment is open to all qualified candidates and will be used to build a list of applicants eligible for Environmental Health Specialist vacancies. Under the direction of an Environmental Health Supervisor, or designee, incumbent will conduct routine duties as described in the attached Position Description.

CURRENT VACANCIES:
• Food Safety – 1 Full Time Position – Incumbent will conduct routine inspections of permanent food establishments and temporary food events, as well as investigate complaints and respond to inquiries from the public.
• Food Safety/Save Environments – 2 Temporary positions anticipated to end within 3 months of hire date – incumbent will conduct routine inspections of temporary food events and water recreation facilities, as well as investigate complaints and responds to inquiries from the public.

MINIMUM QUALIFICATIONS
• Bachelor’s Degree from an accredited institution involving major study in environmental health, sanitary science, microbiology or public health or other closely related science.
• Incumbent will be considered an EHS I without work experience or
• Incumbent will be considered an EHS II with minimum 2 years in local public health department, within the past 5 years and must have current registration as a Sanitarian (RS) with either Washington State Board of Registered Sanitarians or the National Environmental Health Association.

BENEFITS Snohomish Health District provides medical, dental, vision and life insurance for employees plus dependents if elected at a cost (prorated for Part Time). Participation with the Department of Retirement Systems retirement (PERS) is mandatory. Annual leave is earned at the rate of 12 days per year (prorated for Part Time) during the first year and increases with the length of service; sick leave is earned at the rate of 12 days per year (prorated for Part Time); 10 paid holidays per year plus 2 personal holidays (prorated for Part Time).

HOW TO APPLY: Applicants must submit the following documents via email, fax or mail (incomplete applications or those missing required documents may not be considered)
☐ Fully completed SHD application
☐ Resume
☐ Cover Letter stating how your qualifications and experience meets the requirements to fulfill the position
☐ Responses to the Supplemental Questions found on our website

Mail: Human Resources Snohomish Health District 3020 Rucker Ave., Suite 306 Everett, WA 98201-3900 Email: HRQuestions@snohd.org OR Fax: (425) 339-8702

Snohomish Health District is an equal opportunity employer and all applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, age, marital status, disability, sexual orientation, political affiliations or any other non-merit factor. Reasonable accommodations will be made for persons with disabilities.
**Classification:** Environmental Health Specialist  
**Title:** Environmental Health Specialist – Food Safety  
**Employee Name:** Vacant  
**Program:** Food Safety  
**Division:** Environmental Health  
**FTE:** 1.0  
**FLSA:** Non-Exempt  
**Represented Status:** PTE – Environmental Health  
**Salary Range:** 102  
**Position Number:** 220  
**Effective Date:** September 1, 2015  
**Revised from:** August 15, 2013

**Definition:**
Under the direction of an Environmental Health Supervisor, or designee, will conduct routine inspections in the Food Safety Program including permanent food establishments and temporary food events, as well as investigate complaints and respond to inquiries from the public. Additionally, the individual will provide education, technical assistance and regulatory information to the food industry and other members of the public.

Individuals assigned to this position are expected to apply a thorough understanding of food, water and vector-borne communicable diseases and their means of transmission and control to work situations that are varied as well as routine. May require some weekend work and adjustments to normal working hours as required to conduct inspections.

Work is performed under general supervision. Supervisor defines objectives, priorities, and deadlines; and assists incumbent with unusual situations which do not have clear objectives or precedents. Incumbent plans and carries out assignments and handles problems and deviations in accordance with instructions, policies, procedures and/or accepted practices. Work is evaluated for technical soundness and conformity to procedures, regulations and objectives.

**Examples of Work Performed:**
- Maintain a professional relationship with members of the public who deal with this area of the District's operations.
- Travels to various sites throughout the county conducting food safety inspections and investigations to ensure compliance with current food safety regulations.
- Provides education, technical assistance, and regulatory compliance advice to the food industry, the public and the media, translating technical and regulatory information to a variety of audiences.
- Completes reports of areas in violation.
- Recommends corrective measures and takes appropriate enforcement action.
Position Description: *Environmental Health Specialist - Food*

**Page 2 of 3**

- Meets with responsible parties to discuss correction of deficiencies and to obtain compliance through education and appropriate enforcement action.
- Reviews plans for new food establishments and inspects construction and remodeling.
- Investigates complaints and incidents of suspected food borne illness at food establishments.
- Maintains accurate field records, write reports, makes recommendations for follow-up actions based upon findings of investigations.
- Updates and uses computerized data management systems.

**Associated Duties:**
- Perform other related duties as requested.
- Perform sanitarian duties in other Environmental Sections as necessary to cover absences, to equalize peak work periods or to balance the work load.

**Knowledge, Skills and Abilities:**
Requires knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in the above job description.
- Knowledge of food, water and vector-borne communicable diseases and their means of transmission and control.
- Knowledge of environmental health programs, goals and objectives.
- Knowledge of environmental protection programs, laws, regulations and policy processes.
- Knowledge of data collection, analysis, investigation and interpretation techniques.
- Knowledge of federal, Washington state and local environmental regulations.
- Knowledge of safety procedures for handling hazardous materials and cleanup standards for contamination problems.
- Knowledge of field occupational and environmental hazards and worker safety procedures.
- Knowledge of regulatory and technical research methods.
- Ability to evaluate plans for new food establishment.
- Ability to interact with the public in a courteous manner in situations which may be confrontational.
- Ability to communicate effectively both orally and in writing.
- Ability to evaluate safe and proper food handling practices.
- Ability to recognize causes of food-borne diseases and other potential hazards to the safety of food.
- Ability to establish and maintain effective working relationships with staff, District officials, colleagues, other professionals and the public.
- Ability to use professional judgement in interpreting regulations for a variety of circumstances.
- Skilled in maintaining accurate records, including entering results of investigations into computer databases.
- Skilled in analyzing and integrating a broad scope of health and environmental activities

**Job Location, Working Conditions and Equipment Utilized:**
Work is primarily performed in the field at food service establishments, mobile food vehicles, temporary food service booths and tents, involving occasional climbing of stairs and ladders to access elevated structures. The noise level in the work environment is usually moderate to high. The incumbent may be exposed to individuals who are irate or hostile. Work is also performed in an office environment utilizing standard office equipment.

**Required Physical Traits:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions of the position.
- Physical agility is required to climb stairs and ladders to access elevated areas and to crouch, stoop or bend repeatedly throughout the day in the course of performing inspections.
• Requires ability to drive an automobile.
• Requires sufficient hearing and speech ability to communicate orally.
• Requires visual and hearing acuity and manual dexterity to utilize computers and standard office equipment, audiovisual equipment and telephone.
• Requires ability to lift and carry up to 20 pounds, with or without assistance.

Education and Experience Required:

Education: Requires a Bachelor's Degree from an accredited institution involving major study in environmental health, sanitary science, microbiology or public health or other closely related science.

Experience: Incumbent will be considered an Environmental Health Specialist 1 without work experience (traineeships or other experience associated with college courses will not be considered work experience). Incumbent will be considered an Environmental Health Specialist 2 with a minimum of 2 years in a local public health department, if such employment has been within the past 5 years, and if the duties performed were related to the specific environmental health duties to which the incumbent is assigned. Additionally, appointment as an Environmental Health Specialist 2 requires current registration as a Sanitarian (RS) with either the Washington State Board of Registered Sanitarians or the National Environmental Health Association.

Or: In place of the above requirement, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential duties and responsibilities listed above.

Licenses, Certifications and Other:
• Fluency in a foreign language, preferred
• Requires eligibility for registration as a Sanitarian with either the Washington State Board of Registered Sanitarians or the National Environmental Health Association.
• Valid Washington State Driver's license or ability to obtain one within 30 days of hire and a driving record which meets the requirements of Snohomish Health District’s insurance carrier
• Washington State Patrol background check pursuant to RCW 43.43.830

Acknowledgement: Position description reviewed by Employee and Manager

Employee Signature: ___________________________ Date: ________________

Supervisor Signature: ___________________________ Date: ________________

Program Manager Signature: ___________________________ Date: ________________

Division Director Signature: ___________________________ Date: ________________

Human Resource Signature: ___________________________ Date: ________________

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.
**Classification:** Environmental Health Specialist

**Title:** Environmental Health Specialist – Food Safety/Safe Environments

**Employee Name:** Vacant

**Program:** Food Safety/Safe Environments

**Division:** Environmental Health

**FTE:** 1.0

**FLSA:** Non-Exempt

**Represented Status:** PTE – Environmental Health

**Salary Range:** 102

**Position Number:** T9 and T35

**Effective Date:** June 5, 2017

**Revised from:** August 15, 2013

**Definition:**
Under the direction of an Environmental Health Supervisor, or designee, will conduct routine inspections in the Food Safety and Safe Environments Programs including temporary food events and water recreation facilities, as well as investigate complaints and respond to inquiries from the public. Additionally, the individual will provide education, technical assistance and regulatory information to the food industry, facility operators and other members of the public.

Individuals assigned to this position are expected to apply a thorough understanding of food, water and vector-borne communicable diseases and their means of transmission and control to work situations that are varied as well as routine. May require some weekend work and adjustments to normal working hours as required to conduct inspections.

Work is performed under general supervision. Supervisor defines objectives, priorities, and deadlines; and assists incumbent with unusual situations which do not have clear objectives or precedents. Incumbent plans and carries out assignments and handles problems and deviations in accordance with instructions, policies, procedures and/or accepted practices. Work is evaluated for technical soundness and conformity to procedures, regulations and objectives.

**Examples of Work Performed:**
- Maintain a professional working relationship with the regulated community, staff of other public agencies concerning District regulatory responsibilities as well as public and private individuals who utilize the department's services.
- Meets with responsible parties to discuss correction of deficiencies and to obtain compliance through education and appropriate enforcement action.
- Maintains accurate field records, writes reports and makes recommendations for follow-up actions based upon findings of investigations.
- Updates and uses computerized data management systems.
- Travels to various sites throughout the county conducting routine health and safety inspections and investigations to ensure compliance with applicable rules and regulations.
- Provides education, technical assistance, and regulatory compliance advice to the food industry, water recreation facility operators, the public and translating technical and regulatory information to a variety of audiences.
- Completes reports of areas in violation.
• Recommends corrective measures and takes appropriate enforcement action.
• Investigates complaints at seasonal food events and water recreation facilities.

Associated Duties:
• Perform other related duties as requested.
• Perform sanitarian duties in other Environmental Sections as necessary to cover absences, to equalize peak work periods or to balance the work load.

Knowledge, Skills and Abilities:
• Knowledge of field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in this description.
• Knowledge of principles, procedures, functions and practices in the environmental health field.
• Knowledge of environmental health programs, goals and objectives.
• Knowledge of general to complex mathematics.
• Knowledge methods and techniques of conducting research, analysis and report preparation.
• Knowledge of computer operation and a variety of software including word processing, spreadsheet, database and other applications related to the area of assignment.
• Knowledge of safety policies, practices, and personal protective equipment.
• Knowledge of water-borne communicable diseases and their means of transmission and control
• Skilled in effectively operating computer systems in the area of assignment; making program modifications and troubleshooting problems.
• Skilled in performing tasks within area of assignment.
• Ability to utilize correct English usage including grammar, spelling and punctuation.
• Ability to establish and maintain effective working relationships with staff, District officials, colleagues, professionals, and the public.
• Ability to perform work under pressure for deadlines.
• Ability to listen attentively and communicate effectively and persuasively, both orally and in writing, including making presentations to diverse audiences.
• Ability to apply sound independent judgment, creativity and logical thinking to obtain potential solutions to unique problems and to make reasoned decisions within the scope of knowledge and authority or refer to the appropriate person.
• Ability to use tact, discretion, respect and courtesy to establish and maintain effective working relationships with co-workers, volunteers, officials, representatives of other agencies and businesses, and diverse members of the public.
• Ability to read, understand, interpret and appropriately apply the terminology instructions, policies, procedures, legal requirements and regulations pertinent to the area of assignment.
• Ability to assure that confidentiality is maintained as required and sensitive information is handled appropriately.
• Ability to fulfill the commitment of the District to provide outstanding customer service.
• Ability to be attentive to detail, consistently follow written and oral instructions and guidelines, and maintain a high degree of accuracy and complete records.
• Ability to work both independently and cooperatively within a collaborative team-oriented environment.
• Ability to maintain current knowledge for assigned areas and adapt to new technologies, keeping technical skills up to date.
• Ability to deal with the public in a courteous manner in situations which can be confrontational.

Job Location, Working Conditions and Equipment Utilized:
Work is primarily performed in the field at food service establishments, mobile food vehicles, temporary food service booths, tents and water recreation facilities, involving occasional climbing of stairs and ladders to access elevated structures. The noise level in the work environment is usually moderate to high. The incumbent may be exposed to individuals who are irate or hostile. Work is also performed in an office environment utilizing standard office equipment.
Required Physical Traits:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions of the position.

- Physical agility is required to climb stairs and ladders to access elevated areas and to crouch, stoop or bend repeatedly throughout the day in the course of performing inspections.
- Requires ability to drive an automobile.
- Requires sufficient hearing and speech ability to communicate orally.
- Requires visual and hearing acuity and manual dexterity to utilize computers and standard office equipment, audiovisual equipment and telephone.
- Requires ability to lift and carry up to 20 pounds, with or without assistance.

Education and Experience Required:

Education: Requires a Bachelor's Degree from an accredited institution involving major study in environmental health, sanitary science, microbiology or public health or other closely related science.

Experience: Incumbent will be considered an Environmental Health Specialist 1 without work experience (traineeships or other experience associated with college courses will not be considered work experience)

Or: In place of the above requirement, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential duties and responsibilities listed above.

Licenses, Certifications and Other:

- Fluency in a foreign language, preferred
- Requires eligibility for registration as a Sanitarian with either the Washington State Board of Registered Sanitarians or the National Environmental Health Association.
- Valid Washington State Driver's license or ability to obtain one within 30 days of hire and a driving record which meets the requirements of Snohomish Health District's insurance carrier
- Washington State Patrol background check pursuant to RCW 43.43.830

Acknowledgement: Position description reviewed by Employee and Manager

Employee Signature: ___________________________ Date: ___________________________

Supervisor Signature: ___________________________ Date: ___________________________

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Division Director Signature: ___________________________ Date: ___________________________

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The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.