



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN **OPEN RECRUITMENT** FOR:

ENVIRONMENTAL HEALTH SPECIALIST TRAINEE
Application Deadline: OPEN UNTIL FILLED

DEPARTMENT: Environmental Health Services
LOCATION: Countywide
SALARY: Range 67 \$4170 \$4378 \$4597 \$4830 \$5062**
The above monthly salary is paid over 26 pay periods annually.

****BENEFITS:** CalPERS Retirement System: Existing ("Classic") CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; New CalPERS members hired after January 1, 2013 (2% at 62) will be required to pay at least 50% of normal cost. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

DEFINITION: Under general supervision, to perform education, inspection, investigation and enforcement activities intended to prevent, detect, control, and eliminate environmental health hazards; to administer and enforce pertinent federal, state and local statutes, ordinances, codes and regulations governing environmental health and sanitation; and to function as a positive and cooperative team member.

Environmental Health Specialist Trainee is the entry and trainee level in the class series. This class is distinguished from the journey by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Employees in this class are not required to be registered as an Environmental Health Specialist. Environmental Health Specialist Trainee receives immediate supervision the Environmental Health Director, Deputy Director or from an Environmental Health Specialist III; may receive technical or functional supervision from other technical or professional staff.

EXAMPLES OF ESSENTIAL DUTIES: Duties may include, but are not limited to, the following:

Makes routine inspections of food processing and handling establishments, trailer courts, swimming pools, schools, sewage disposal systems, waste water installations, water wells, garbage facilities and other installations to determine compliance with sanitary laws and regulations and to identify public health hazards.

Inspects pools, water wells, and wastewater installations; access inspection site; collect water samples and prepare samples for laboratory testing; interpret sampling results and determine appropriate response to problematic results; educate public.

Inspects food facilities to include restaurants, schools, hospitals and other public eating establishments to ensure compliance to all Federal, State and local regulations, codes and laws; pulls samples for testing; observes utensil washing and sanitizing procedures; tests water, oven, refrigerator and freezer temperatures; inspects cleanliness of food equipment and cooking environment.

Interprets provisions of sanitary laws and regulations, advises on methods of meeting and maintaining sanitary requirements, and attempts to obtain voluntary conformance;

Investigates complaints regarding overflowing septic tanks and sewers, waste disposal, animal bites, insect problems, and food poisoning cases; and obtains facts, evidence, and samples needed in determining abatement and control requirements.

Reviews plans of proposed septic tanks, swimming pools, and food establishment installations to ensure conformance with acceptable standards and codes.

Inspects residences to evaluate sanitary condition of building, plumbing, lavatory facilities, and adequacy of lighting, ventilation and water supply.

Collects and compiles data; maintains records and prepares reports of daily and periodic inspections and violations, and prepares correspondence and reports relating to the work; performs necessary research.

Attends meetings with community groups to establish rapport and provide education on environmental health topics for the purpose of improving environmental health compliance and awareness.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience: Equivalent to a bachelor's degree from an accredited college or university with major course work in civil engineering, environmental health science, geology, hydrology, natural science, chemistry or a related field with 30 semester or 45 quarter units of college coursework involving chemistry, biology, physics, calculus and algebra as approved by the State of California Department of Public Health Services.

License or Certificate: **Must submit, with application form, a current evaluation letter from California Department of Public Health Services stating that required educational qualifications have been met.** Must obtain a valid certification as a Registered Environmental Health Specialist within three years of appointment to the Environmental Health Specialist Trainee position. Must possess a valid driver's license as required by the position

Knowledge of: Basic principles and practices of a variety of science applications such as: geology, hydrology and soils science relative to sewage disposal, well construction, contaminated soil, and groundwater investigation and remediation; basic principles and practices of engineering, chemistry, biology and bacteriology; basic principles and practices for the proper disposal of sewage on-site; basic water well drilling practices and procedures; Health and Safety Code of the State of California with reference to safe food handling and preparation, sewage disposal and water and local land development ordinances and other applicable ordinances; basic principles of public health as related to potential environment impact; standard and accepted office procedures methods and computer equipment; basic principles and practices of work safety; standard and accepted English usage, spelling, grammar and punctuation; basic statistics and statistical analysis and advanced mathematical calculations.

Skill to: On a continuous basis, learn and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; learn to interpret relevant codes and regulations and apply County policies and procedures; learn to plan and conduct the more routine inspections; read and review blue print/blue lines and plans; and maintain accurate case records; work with various cultural and ethnic groups in a tactful and effective manner; obtain information through interviews; work fairly and courteously with the public; and work effectively with interruption; analyze situations quickly and objectively; identify and recommend proper course of action; utilize general and designated office machines and technology in a manner to successfully perform assigned functions; communicate clearly and concisely, both orally and in writing; use a computer, calculator, typewriter, telephone, facsimile machine, photocopy machine microfilm reader printer, thermocouple, and various field monitoring devices; prioritize assigned work effectively for successful job performance; meet the physical requirements necessary to perform required duties in a safe and effective manner for self and others; establish and maintain effective working relationships with those contacted in the performance of required duties.

TYPICAL PHYSICAL REQUIREMENTS: While performing the essential functions of this job class, the employee is regularly required to use hands and fingers to operate a variety of objects, tools, equipment, computer keyboard, vehicles, and other specialized equipment; flexibility and endurance to stand, climb, stoop, kneel, crawl, bend, walk, reach, and crouch; talk and hear clearly and concisely to communicate with co-workers, general public, County staff and management, consultants and outside agencies and organizations on a continuous basis. Employee may be required to lift and/or carry and/or move moderately heavy to heavy objects in the performance of required duties.

TYPICAL WORKING CONDITIONS: Employee performs assigned duties both indoors and outdoors in a variety of climatic conditions including exposure to hot and cold temperatures; may work in rough terrain and remote locations on occasion. Continuous contact with other staff and management, other agencies and organizations and the general public is also required.

Core Competencies:

The core competencies listed below and the ability to immediately demonstrate these competencies consistent with the position's level in the department and the specific work assignment:

- **Intensity:** Goes after the goal with passion; is results oriented, and gets the job done. *Key Concepts:* Risk-taker; results-oriented; and initiative driver.
- **Ethical Behavior:** Does what is right regardless of temptations and pressures to do otherwise; upholds the public's trust; and conducts self-according to a set of principles. *Key Concepts:* Respect; trust; responsible; fair; and caring.
- **Influence:** Affects successful outcomes for the organization through the use of masterful leadership, collaboration, and a keen understanding of the organization, its goals, and the interests of all parties. *Key Concepts:* Engaged; collaborative; strategic orientation; situational awareness; organizationally savvy; inspirational; energizing-empowering; team orientation; and change agent.
- **Commitment:** Successfully builds relationships with and promotes involvement of diverse groups; considers the needs of diverse clients when developing policies and procedures related to service; works closely with diverse groups to identify and deliver services that meet their needs and the strategic objectives of the program; establishes customer service as the single purpose to which all resources are dedicated; focuses on delivering the best services possible to the public; focuses on customer needs; and is committed to public service. *Key Concepts:* Public servant; and customer service.
- **Interpersonal Skills:** Possesses and uses versatile communication styles and approaches; understands the underlying psychology of why people act as they do and changes approach to affect positive outcomes; builds rapport throughout the organization; and develops human potential. *Key Concepts:* Staff development; communication; listening; delegation; recognition; and buy-in.
- **Resiliency:** Is adaptable; takes direct action; leads by example; exhibits tenacity. This leader is ready, flexible, self-reliant, and has a reputation for finding opportunities in difficult situations. *Key Concepts:* Action-orientation; adaptability; flexibility; agility; tenacity; survivability; courage; confidence; and intuition.
- **Craftsmanship:** Rejects the "good enough for government work" attitude; takes ownership of work done and results accomplished; takes pride in delivering quality services to customers; seeks out opportunities to develop new and creative solutions and programs; imagines possibilities; defines a vision, and works to bring vision into reality. *Key Concepts:* Innovative; imaginative; inventive; pride-in-work; accountability; self-development; and self-starter.

APPLICATION: This recruitment will remain open until position has been filled. Applications must be received in the Inyo County Personnel Office, P.O. Box 249, Independence, CA 93526. Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached".** Incomplete applications will not be processed.

The County of Inyo has work sites located throughout the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Tecopa, and Shoshone). Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration. **All positions are considered Countywide positions**, and employees are expected to report to all Inyo County work locations as needed to complete assigned work.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.