



# JOB OPPORTUNITY

THE CITY OF ST. JOSEPH • CITY HALL-HUMAN RESOURCES

1100 FREDERICK AVENUE • ST. JOSEPH, MO 64501

(816) 271-4670

<b>Position Title:</b>	<b>Environmental Public Health Specialist</b>
<b>Wage Rate:</b>	<b>\$14.52/hr. (\$30,202.48/yr.)</b>
<b>FSLA Status:</b>	<b>Non-Exempt Position Subject to Overtime Provisions</b>
<b>Closing Date:</b>	<b>Open Until Filled</b>

## Job Summary/Scope

Performs responsible professional work enforcing public health, sanitation and environmental laws and regulations and investigating public health issues. Work involves development and implementation of public health policy and procedures; administration of City, county and contract on-site sewage programs including the conduct of public health risk assessments. Advises officials, residents, owners and operators. Communicates with State and Federal regulators about environmental hazards and public health measures and concerns. No direct supervisory responsibilities. May act as team leader when responding to broad-based community health and environmental issues. No budgetary responsibility.

## Essential Duties and Responsibilities

1. ENFORCES federal, state and local regulations relating to environmental health.
2. PERFORMS technical inspections and plan reviews; including on-site sewage disposal plans, subdivision plans and lead hazard remediation plans. RECOMMENDS changes to meet public health protection or changes to satisfy state and local laws.
3. PERFORMS health and sanitation inspections on occupied and vacant structures, on-site sewerage and water supply facilities; public swimming pools, natural bathing areas saunas and hot tubs for sanitation; hotels and motels; tattoo parlor/artists. ENFORCES environmental, public health and sanitation standards. DIRECTS abatement of violations.
4. PERFORMS lead hazard risk assessments in homes for children with elevated blood lead levels. RECOMMENDS lead hazard control measures and options.
5. ATTENDS city/county area and state sessions for hazardous materials/bioterrorism response planning. INVESTIGATES complaints/requests for assistance regarding hazardous waste/chemical spills, REFERS individuals to state and federal agencies.
6. TRACK arboviral disease, ASSESSES mosquito habitat and IDENTIFIES breeding sites; RECOMMENDS treatment control and abatement activities, SUBMITS specimens for identification;
7. INVESTIGATES environmental nuisances and hazards; SEEKS voluntary compliance with standards; CITES offenders; TESTIFIES in court.
8. ADMINISTERS water and well sampling. CONDUCTS environmental sampling.
9. CONDUCTS lead assessments. EDUCATES property owners in responsible lead abatement procedures.
10. ENFORCES and EDUCATES on the Clean Indoor Air Act in all non-food related public establishments.
11. RESEARCHES, ASSEMBLES and CORRELATES data and information in areas of responsibility; FURNISHES technical assistance to other staff.
12. INTERACTS with businesses, organizations, community groups and residents regarding public health activities.
13. ASSISTS in or LEADS investigations of environmental complaints and incidents. ASSISTS in development of response plans and measures.
14. PREPARES and MAINTAINS records, reports and correspondence.

## Other Duties and Responsibilities

1. MAINTAINS environmental service manuals.
2. REPRESENTS the City and Health Department in various organizations and on various committees.
3. PREPARES or ASSISTS in preparation of grant requests.
4. PERFORMS all other duties as assigned.

## Employee Behavior and Conduct

City employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest, and respectful.

## Required (Essential) Knowledge, Skills and Abilities

1. Must be highly motivated and must work effectively without direct supervision.
2. Knowledge of City streets, county roads and state highways in area of responsibility or be able to develop knowledge during probationary period.
3. Knowledge of the laws, ordinances, rules and regulations governing public health sanitation including water, air and indoor air quality, hazardous materials, community sewage disposal, private and on-site sewage disposal, solid waste, lead hazard assessment and remediation and various construction standards.
4. Considerable knowledge of the basic principles of bacteriological and general laboratory practices relating to the standard testing and analysis of food products and environmental hazards.
5. Skills in office administration and record keeping.
6. Ability to interpret, explain and enforce laws and regulations governing public health. Ability to deal effectively with the public, local and state officials and community agencies.
7. Ability to communicate effectively both orally and in writing.
8. Ability to read and understand various maps and blueprints.
9. Valid driver's license required.
10. Must be able to obtain license as a Lead Hazard Risk Assessor in Missouri.

## Material and Equipment Directly Used

Uses a range of office machines including personal computer, printer and various software packages, calculators, computer peripherals, communications equipment and camera. Operates variety of testing equipment including pH meter, thermometers, sampling equipment, X-ray fluorescence (XRF) lead detection equipment and other testing and measuring equipment. Operates light vehicle such as pickup trucks. There may be times when use of personal vehicle may be required.

## Working Environment/Physical Requirements

Works both indoors and outdoors with exposure to a variety of environmental conditions. Must be able to stand for prolonged periods. Other physical activity includes climbing, bending, crawling, kneeling, squatting, twisting and reaching. Exposure to range of environmental conditions involving hazardous chemicals and materials, dirt, dust, loud noise, fumes and temperature extremes. Must be able to occasionally lift up to 50 pounds; 100+ pounds with assistance. Some overnight or day travel may be required for business purposes. Vacation and other leave scheduling shall be requested of and approved by the appropriate supervisor.

## Education

Bachelor's degree in Health Sciences or closely related field with emphasis on the physical and biological sciences required. One to three years experience in environmental health inspection.

**Passing of a drug screening required prior to appointment.**

**AN EQUAL OPPORTUNITY EMPLOYER**

**The City is a Governmental entity subject to Section 504 of the Rehabilitation Act of 1973, which requires that otherwise qualified handicapped individuals be protected from discrimination.**

08/26/10