

LINN COUNTY CLASSIFICATION

TITLE: ENVIRONMENTAL HEALTH TECHNICIAN

NUMBER: 707

APPROVAL ORDER NO: 2019-402

PAY RANGE: 10

DATE: DECEMBER 31, 2019

CATEGORY: SEIU

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Provide specialized technical and administrative support to the Environmental Health Program. Work involves tasks such as compiling and analyzing data, producing and presenting technical reports, researching technical issues relating to Environmental Health programs, developing readily searchable program archives, providing staff support to stakeholder groups and advisory committees and performing technical work that does not require registration as an Environmental Health Specialist.

SUPERVISION RECEIVED: Works under the general supervision of the Environmental Health Program Manager.

SUPERVISION EXERCISED: Exercises limited coordination over interns as required.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Document, track and maintain current status of all incoming and outgoing program applications, permits, licenses, inspection reports and service requests including community health services, temporary and benevolent restaurant licenses, animal bite quarantine and follow-up and code enforcement cases.
2. Manage and maintain searchable program data and archives according to intergovernmental agreements and rules of the Secretary of State, Archives Division (OAR Chapter 166-Division 150).
3. Compile and analyze program data, develop quality assurance, performance metrics and status reports for all Environmental Health program areas. Produce monthly, quarterly and annual reports for staff, management and stakeholders.
4. Complete specialized technical reviews and produce program reports in areas such as Opportunity to Recycling Act and Onsite Wastewater Treatment Operation and Maintenance.
5. Conduct specialized research, compile and analyze data, write and present reports as requested by the Environmental Health Program Manager.
6. Develop stakeholder and advisory committee meeting agendas, attend meetings, record minutes, present and explain staff reports and recommendations and obtain and record citizen input on environmental health matters.

7. Assist the public at the counter and over the phone. Respond to general and specific inquiries related to environmental health permits, licenses and programs. Determine customer needs and provide or initiate appropriate staff response.
8. Reconcile Environmental Health Program financial records with Department/County fiscal recordkeeping system and perform other administrative support duties as assigned.
9. Develop and maintain effective, harmonious and reasonable work relationships with others.
10. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classifications.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Knowledge of the principles and practices of environmental health. Ability to conduct research and compile and analyze technical data. Ability to prepare technical reports and present them verbally and in writing in a clear and concise fashion. Ability to establish and maintain effective communication and working relationships with governmental agencies and officials, businesses, county employees and the general public.

EXPERIENCE, EDUCATION AND TRAINING: Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described. Bachelor's Degree in Environmental Health or closely-related field preferred.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record, at the time of appointment, may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.