Job Description
Environmental Health Specialist I
(Entry Level)

Note: The following job description is not intended to be all-inclusive of duties, requirements, qualifications, etc of/for the position.

Overview: Fully operational program specialist to perform professional and scientific work in monitoring, controlling, preserving, reclaiming or regulating the environment and natural resources in which people live and work. Position will apply the theories, principles and models of physical science to plan implement and evaluate programs.

Position will monitor and inspect facilities and the environment to determine their qualities and identify pollutants and contaminants. Will work with private companies and governmental agencies to enforce laws and regulations aimed at protecting public health and safety.

Supervision:

- Received: Environmental Health Specialist III and Executive Director

Essential Duties, Responsibilities, Functions, etc:

- Strong written and verbal communication skills.
- Establish and maintain effective working relationships with other employees, agencies and the general public.
- Function as a team member in quality review, planning and completing assignments.
- Ability to meet physical, mental and emotional requirements of the position, which may include stressful conditions in relation to enforcement of regulations, laws, ordinances, etc.
- Performs other functions as required to fulfill the expectations of the position and the goals and objectives of assigned program/projects.

Other Job Functions:

- Participates in departmental emergency preparedness and response activities

Pre-employment Knowledge, Skills and Abilities:

- Bilingual (English/Spanish) skills are preferred.
- Knowledge of office procedures including telephone etiquette, dealing with the public and confidentiality.
• Knowledge of and ability to use common office equipment, such as copier, fax machine and computer.

• Knowledge of acceptable educational skills to present program-related information to the general public.

• Ability to conduct site inspections to obtain information and collect data.

• Note: Any acceptable combination of education (minimum required), training and experience that provides the above knowledge, abilities and skills may be substituted.

Desired Education and/or Experience:

• Required Education: Bachelor’s Degree is preferred in natural science, environmental science or a closely related field. (Must possess at least 30 semester hours in natural, environmental or biological science courses.)

• Experience: Work experience as public health enforcement officer (work experience at the Environmental Health Specialist I and Environmental Health Specialist II level).

• Substitution: A Master’s degree from an accredited college or university in natural science, public health or closely related field may be substituted for the required experience.

Necessary Special Requirements:

• A valid State of Colorado driver’s license

• Must be able to provide personal transportation for work-related business

• May be required to have a four-wheel drives vehicle

• Proof of current motor vehicle insurance

• Criminal background and motor vehicle check

• May be required to receive vaccinations for potential employee exposure to communicable diseases.

Licenses or Certificates:

• None

Special Requirements:

• Fluency in writing and speaking English. Ability to write/speak in Spanish is preferred.

• Ability to travel. May be on-call twenty-four (24) hours a day, seven (7) days a week.

Physical Demands:

• The work is partially sedentary with periods of physical activity. Typical positions requires some physical exertion such as long periods of standing, walking over rough uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; or
recurring lifting of moderately heavy items such as heavy equipment/supplies over 50 pounds. The work requires the ability to speak normally and to use normal or aided vision and hearing.

**Unusual Demands:**

- Work is subject to recurring and inflexible deadlines and frequent interruptions; involves evening and weekend work hours. Out-of-town and overnight travel may occur. Employee may be on call to respond to emergencies.