



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE: Environmental Health Specialist **LAST UPDATED:** 02/23/2014
DEPARTMENT: Development Services **JOB CLASS:**
REPORTS TO: Environmental Health Supervisor **FLSA DESIGNATION:** Non-Exempt

Summary: Under general supervision of the Environmental Health Supervisor, conducts health and safety inspections and enforces health and food safety codes. Responsible for plan and specification reviews of commercial food establishments, including grocery stores, daycares, restaurants, convenience stores and concession stands; plan and specification reviews of residential and commercial swimming pools and spas. Investigates and traces cause and origination of food borne illnesses.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Completes routine health inspections of commercial food establishments and mobile food sales, enforces ordinances, conducts re-inspections, and provides awareness education.
- Conducts walk through inspections on job sites while under construction to observe compliance with all health codes and ordinances.
- Perform epidemiological investigations of food borne illness outbreaks; prepare reports on causal factors.
- Assists in plan and specification reviews of commercial food establishments including grocery stores, daycare centers, restaurants, convenience stores and concession stands.
- Assists in plan and specification reviews of residential and commercial swimming pools and spas.
- Conducts routine pool inspections to ensure compliance with health and safety codes.
- Prepares, processes, and issues notices and/or citations.
- Investigates complaints; respond to and resolve inquiries.
- Prepares various reports on inspections and investigations and other reports as required.
- Takes water and food samples for laboratory testing and collects evidence for use in issuing citations or investigating complaints.
- Recommends changes in health and safety policies, procedures and ordinances.
- Maintains and updates health inspection databases.
- Assists in surveillance efforts in current health topics.
- Assists with the development of divisional policies and procedures.
- Coordinates work activity, as required with other federal, state and local agencies.
- Hours may vary according to seasonal and/or high demand needs which may require evening and weekend work hours.

Other Important Duties:

- Provides technical assistance to architects, engineers, developers, contractors and business owners on health and safety codes and ordinance requirements.
- Travels to conduct scheduled and non-scheduled inspections and to attend meetings, conferences and training.
- Attends functions and events aimed at promoting and educating general health, welfare and safety.
- Conducts classes and training on food safety.

- Performs other related duties or other Department functions as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Proficiency in the use of mobile inspection equipment.
- Proficiency in the use of computers.
- Knowledge of Federal, State and City health and safety laws, codes, and ordinances.
- Knowledge of building codes and ordinances related to commercial and residential swimming pool construction, operation and safety issues.
- Knowledge of computers and related equipment, hardware and software for maintaining and tracking of safety and health inspections, annual reviews, and noncompliance issues.
- Knowledge and proficient use MS office suite products including Word, Excel & PowerPoint.
- Knowledge of City policies and procedures.
- Skill in effective oral and written communications.
- Skill in conducting inspections and investigations and enforcing codes and regulations.
- Skill in implementing section procedures and objectives.
- Skill in resolving customer complaints and concerns.

Preferred Education, Experience, and Certifications:

- Bachelor's Degree with a minimum of 30 semester hours of applied/environmental health sciences **and** two (2) years of food establishment inspection related experience **or** the ability to qualify to sit for the Registered Sanitarian or REHS (Registered Environmental Health Specialist) exam.
- Must obtain certification as a Registered Sanitarian or REHS within six (6) months of employment.
- Must obtain a Pool Operator Certification within twelve (12) months from of date of employment.
- Must obtain a Certified Food Manager (CFM) Certification within six months of date of employment.
- Must obtain Code Enforcement Officer Certification from Texas Department of Health within eighteen (18) months of date of employment.
- May be required to seek additional certifications.
- Preference given to individuals who are able to speak Spanish and English fluently.
- Must pass a pre-employment drug screen, criminal background and MVR check.
- Must possess valid State of Texas Drivers License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in office and field environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be exposed to hot surfaces or foods in a kitchen, heavy construction equipment, air and water borne pathogens, vectors and hazardous chemicals.
- May be exposed to hostile or angry citizens or business owners.
- May be subject to bending, reaching, kneeling, or walking over rough unstable terrain such as when measuring dimensions on a construction site and performing site inspections.
- Must be able to lift up to 20 pounds.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, thermometers, thermocouples, thermolabels, ruler, scale and department vehicle and customized health and food safety measuring equipment.

Approved By:

Signed by Julie Stallcup, Environmental Health Manager

Julie Stallcup, Environmental Health Manger

09/23/2014

Date



Shannon Allyn, HR Generalist

09/23/2014

Date