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**GRADE:** 12  
**DIVISION:** ENVIRONMENTAL PUBLIC HEALTH – Environmental Health Services

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***POSITION SUMMARY:***

The Environmental Specialist is primarily responsible for performing technical and visual inspections and analysis of environmental/public health concerns related to housing code compliance public bathing places, and lodging establishments, and environmental nuisance abatement as set forth in state and local public health laws and regulations. Assists in environmental vector control programs.

***PRINCIPAL DUTIES/RESPONSIBILITIES:***

The following functions represent the majority of the duties performed by the position, but is not meant to be all-inclusive or prevent other duties from being assigned when necessary.

***ESSENTIAL JOB FUNCTIONS (100% of Time):***

1. Conducts physical inspection of dwelling units and commercial structures; exterior premises and other properties to determine compliance with state and local public health laws and regulations. Conducts physical inspections of public bathing places and lodging facilities. Collects samples and/or data, operates field testing equipment, and conducts tests for interpretive analysis. Prepares technical and non-technical reports and maintains records of investigative activities.
2. Investigates citizen complaints, writes enforcement letters, and submits related documentation to superiors and other agencies as required.
3. Interprets applicable regulations/ordinances to determine compliance or appropriate corrective measures to be taken. Makes recommendations concerning remedial actions to correct environmental health problems. Initiates enforcement procedures related to environmental health programs. Recommends and implements compliance actions such as warnings, fines, informal hearings, formal hearings, and condemnations. Conducts follow-up investigation to monitor progress toward correcting the condition.
4. Provides functional guidance and training to other specialists as assigned in the areas of inspection and enforcement. Provides training/orientation to new employees.
5. Provides technical assistance to municipalities, industry, community groups, and others regarding environmental health programs. Solicits cooperation in promoting sound environmental/public health practices.
6. Performs surveys and inspections in environmental health programs to determine extent of compliance with environmental statutes, codes, and regulations; and evaluates inspection and survey data and prepares technical reports and recommendations from findings.
7. Assists in vector control program through trapping, baiting, larviciding, and adulticiding as needed.
8. Completes required training in support of duties and responsibilities of this position.
9. Other duties as assigned including those required to fulfill activities in support of public health emergency operations.

***QUALIFICATIONS/SPECIFICATIONS:***

**Education:** Baccalaureate degree in physical, natural, or biological science, public health, environmental health, environmental science, or related field is required with a

minimum of 30 semester hours in natural, physical, or biological sciences, public health, and/or environmental health.

**Experience:** One to two years of experience as an environmental specialist or in environmental public health program preferred.

**Knowledge and Skills:**

- Skills in the operation and maintenance of monitoring and detection equipment.
- Good communication skills are required to effectively deal with the public and to write technical reports.
- Skills required for good judgment and independent decision making.
- Skills required in computers and related software programs

**Licenses:**

- Registered as an Environmental Specialist/Sanitarian with the Sanitarian Advisory Council, Oklahoma State Department of Health Department, certified Service Technician and Applicator with the Oklahoma Department of Agriculture, must be capable of attaining and passing necessary safety certifications, and must be certified as an EPA approved asbestos inspector.
- Valid Oklahoma driver’s license.

***INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:***

- Internal contact with coworkers, team leaders, managers, and other THD personnel regarding housing/environmental compliance information.
- External contact with citizens regarding complaints and communication of compliance requirements; builders, engineers, architects, attorneys, and establishment owners/operators, regarding housing/environmental problems; and specific departments within the city, county, state, or federal agencies on compliance in area of shared responsibility.

***PHYSICAL EFFORT: See Page 4***

***SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY:***

**Direct Supervision** – None.

**Indirect Supervision** – None.

**Budget/Money/Material** – Responsible for assigned equipment.

**Reports to** – Environmental Field Supervisor, EHS.

***WORKING CONDITIONS: See Page 4***

***SPECIAL REQUIREMENTS:***

- Must maintain THD record confidentiality unless officially authorized to release a record.
- Must possess the ability and willingness to perform job-related travel.
- The Oklahoma State Department of Health and THD require all applicants and incumbents at this level to be eligible for registration as a Sanitarian-in-Training. Registration shall be with the Department of Registration, Oklahoma State Department of Health, provided in 59 O.S. 1981, Section 907, which states in part:

“(a) any person who on or before January 1, 1976, submits under oath evidence satisfactory to the Department that he has been a resident of the State of Oklahoma for

at least one (1) year immediately preceding the date of application, and that he was employed in the field of sanitation on the effective date of this Act (May 27, 1975), may be registered as a professional sanitarian; (b) any person... who after the effective date of this Act... who shall have a B.S. degree, an Environmental Science Degree or equivalent from an accredited college or university with at least thirty (30) semester hours work in physical, natural, and biological sciences, public health and/or environmental health, together with such other qualifications as may be established by the Department...”.

***FLSA Status: Exempt***

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:**

- **Climbing:** Ability to ascend and descend stairs utilizing legs, hands and arms.
- **Balancing:** Capable of movement from one place to the other and maintenance of body equilibrium.
- **Stooping, Kneeling, Crouching, Crawling:** Ability to bend spine at waist, bend legs at the knees and move on hands, knees and feet.
- **Reaching:** Ability to extend arm(s) up and out.
- **Grasping/Fingering:** Ability to hold objects by using fingers and hands, and ability to use fingers for operational needs such as typing.
- **Standing:** Ability to stand for extended periods of time.
- **Sitting:** Ability to sit for extended periods of time.
- **Walking:** Ability to move on foot for an extended period of time.
- **Pushing/Pulling:** Ability to use arms and/or hands to move objects to and from the body.
- **Lifting:** Ability to move/transfer objects up to 50 pounds occasionally and 10 pounds regularly.
- **Talking:** Ability to communicate by use of the spoken word.
- **Hearing:** Ability to identify sounds in order to receive information.
- **Visual acuity:** Ability to perform activities that require close visual acuity such as analyzing data.

Must also have the visual acuity to operate motor vehicles and/or heavy equipment.

**WORKING CONDITIONS:** Environmental conditions will fluctuate as this position has activities that occur inside and outside. Individual may be exposed to extreme weather conditions such as heat (above 100 degrees) and cold (below 32 degrees). Individual will occasionally be exposed to chemical and safety hazards as well as stressful situations during inspections. Individual is exposed to atmospheric conditions such as fumes, odors, dust, etc. Occasional exposure to insecticides/pesticides/chemicals during vector spraying. Occasional exposure to dogs, insect bites, and noxious weeds. Entering living structures with unsanitary conditions and dilapidated structures.