CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 731.1

Job Title: **ENVIRONMENTAL HEALTH SPECIALIST I**

Pay Grade: 14

GENERAL SUMMARY:

Performs a wide range of basic technical environmental health inspections of public and private establishments, locations, and vehicles to ensure compliance with local, state, and federal health ordinances, statutes and regulations.

RESPONSIBILITES:

- Performs environmental inspections in various establishments and/or locations to detect possible health violations to protect the health and safety of the public.
- Restricts, condemns, and collects food, water, wastewater, dairy, and other laboratory samples for analysis.
- Performs surveillance, monitoring, and education for vector control prevention in establishments and other locations.
- Provides technical information and enforcement of City health ordinances and recommends corrective action, performs follow-up inspections, when needed, and issues violations and/or citations.
- Investigates community health complaints, such as sewage overflows, storm water, foodborne illnesses, illegal dumping, swimming pools, and reports of poor sanitation in public establishments or private property.
- Prepares detailed reports, citations, orders to cease and desist, quarantining of equipment and closures based on health code violations.
- Identifies specialized processes and verifies Variance and Hazard Analysis Critical Control Point (HACCP) plans approved by the department.
- Performs essential disaster and emergency response actions for public health and environmental emergencies.
- Files criminal cases and appears in court to provide expert testimony in enforcement hearings, as necessary.
- May conduct Food Manager and Food Handler certification courses.

SPECIFICATIONS:

KNOWLEDGE:

A Bachelor's degree which includes 30 semester hours of basic or applied science courses, is required.

EXPERIENCE:

No experience is required.

License: Must pass the State of Texas Sanitarian examination within nine months of employment.

A valid Texas driver's license and compliance with the City of Houston's policy (A.P. 2-2) on driving is required.

SPECIFICATIONS: (continued)

Substitution: No substitutions for education, experience or certifications.

COMPLEXITY:
Work consists of standard procedures and tasks where analytic ability is required, as in the comparison of numbers and fundamental facts in selecting the correct action.

IMPACT OF ACTIONS:
Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The lead or supervisor is generally close by to answer questions.

SUPERVISION EXERCISED:

Direct Supervision:
No direct report employees.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with professionals and supervisors. Interaction involves information exchange and/or service activity requiring moderate tact and cooperation.

External Contacts:
Level of external contact is primarily with citizens, owners, operators, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation, e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:
This position routinely requires lifting of moderately heavy items such as manhole covers (up to 40 pounds) may be required.

WORK ENVIRONMENT:
There are routine discomforts from exposure to moderate heat, cold, moisture/wetness, unpleasant air conditions and odors. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions. This position may also be exposed to tight spaces such as mobile food units, walk-in coolers and storage rooms.

PHYSICAL SKILL:
Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:
All duties and responsibilities may not be included in the above job description. Performs related work as required.

JOB FAMILY:
Environmental Health Specialist I
Environmental Health Specialist II
Environmental Health Specialist III
Environmental Health Supervisor
Chief Environmental Health Specialist