CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 731.2

Job Title: **ENVIRONMENTAL HEALTH SPECIALIST II**

Pay Grade: 17

GENERAL SUMMARY:

Performs a wide range of specialized 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 and investigations 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 consultation, interpretation and enforcement of local, state and federal health ordinances, rules and regulations. Recommends corrective action, performs follow-up inspections, when needed, and issues violations and /or citation to property owners and operation to obtain compliance.
- Investigates community health complaints, such as sewage overflows, storm water, foodborne illness, illegal dumping, swimming pools, and reports of poor sanitation in public establishments or private property,
- 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 and evidence in enforcement hearings and in when necessary.
- Prepares detailed citations, orders to cease, and reports, such as quarantining of equipment and establishment closures based on health code violations.
- May conduct food manager and food handler certification courses, public outreach presentation, continuing education presentations, departmental-wide initiates, and other community related outreach.
- Serves as coordinator of projects/programs within the Bureau including special initiatives with Houston Police Differential Response Team (DRT) and other departments
- May review architectural blueprints of new food establishments for compliance with City health ordinances and conduct pre-opening inspections.

SPECIFICATIONS:

KNOWLEDGE:
A Bachelor's degree, which must include 30 semester hours of basic or applied science courses, is required.

EXPERIENCE:
One year of experience in a related environmental health field is required.

License: A State of Texas Sanitarian-in-training or Registered Sanitarian Certificate is required or proof of successful completion of registration exam. The Registered Sanitarian Certificate must be maintained within 9 months in job.

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

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

IMPACT OF ACTIONS:
Errors in work typically lead to minor inconvenience and costs. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult 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 and 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

Effective: November 2018
Revised: July 2025