CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 731.3

Job Title: **ENVIRONMENTAL HEALTH SPECIALIST III**

Pay Grade: 21

GENERAL SUMMARY:

Performs a wide range of specialized and highly technical environmental health inspections of public and private establishments and locations, and vehicles to ensure compliance with City, State, and Federal health ordinances, statutes and regulations. May lead other Environmental Health Specialists.

RESPONSIBILITES:

- Inspects various establishments or locations to detect possible health code violations. Identifies specialized processes and verifies Variance and Hazard Analysis Critical Control Point (HACCP) plans approved by the department.
- Investigates community health complaints, such as sewage overflows, storm water, foodborne illness, illegal dumping, aquatic facilities, and reports of poor sanitation in public establishments or private property.
- Explains City, State and Federal Health ordinances, statutes and regulations. Recommends corrective action, performs follow-up inspections, and issues warnings or citations.
- May perform and coordinate efforts for disaster and emergency response actions, including monitoring shelters. Creates new accounts for new establishments and changes of ownership of establishments
- Trains less-experienced Environmental Health Specialists and may serve as section lead by providing feedback, guidance and support while in the field.
- Reviews architectural blueprints of new establishments for compliance with City health ordinances and conducts pre-opening inspections.
- Conducts educational services such as food managers' certification courses, public outreach presentations, continuing education presentations, department-wide initiatives, and other community related outreach.
- Acts as a lead on high priority public health investigations, such as large foodborne illness investigations, major clean water violation cases, and other case developments.

SPECIFICATIONS:

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

EXPERIENCE:
Three years of experience in a related environmental health field are required.

License: A State of Texas Registered Sanitarian Certificate is required.

A valid Texas driver's license and compliance with the City of Houston's policy AP 2-2 on assignment and use of vehicles is required.

SPECIFICATIONS (continued):

COMPLEXITY:
Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and procedures, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:
Errors in work lead to some inconvenience and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:
May occasionally lead or provide work direction for others.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with professionals and supervisors. Interaction requires tact and cooperation, e.g., scheduling, coordinating, resolving problems and/or obtaining necessary information.

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 considerable tact and cooperation involving somewhat sensitive issues or problems

PHYSICAL EFFORT:
The position requires stooping or bending, climbing stairs or steps. Some lifting, such as three or four reams of papers or books, manhole covers using appropriate tools (up to 40 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:
There are routine discomforts from exposure to moderate heat, smoke, 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 will 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