



Office of Human Resources
Environmental Public Health Investigator III - CE2848
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General Statement of Duties

Performs specialized, professional level environmental and/or public health inspections and investigations and acts as a subject matter expert to ensure that regulated activities are consistent with legal and other applicable requirements, best management practices, and the department's strategic vision.

Distinguishing Characteristics

The Environmental Public Health Investigator III class is distinguished from the Environmental Public Health Investigator II class that performs full performance professional level work conducting environmental and/or public health inspections to ensure compliance with environmental/public health regulations and laws. The Environmental Public Health Investigator III class is distinguished from the Environmental Public Health Investigator I that performs entry level environmental and/or public health inspections.

The Environmental Public Health Investigator III is also distinguished from the Environmental Public Health Analyst classes that perform environmental and/or public health related assessment, analysis and scientific research.

Level of Supervision Exercised

By position, performs lead work over environmental/public health investigators.

Essential Duties

Conducts specialized environmental/public health inspections, investigations, and assigned special projects to ensure compliance with applicable legal and other requirements and conformance with established procedures, policies, and best practices.

Acts as a subject matter expert in one or more specialized environmental/public health areas that have city-wide and/or departmental-wide impact and utilizes expertise to modify and/or improve work processes and procedures to ensure compliance.

Engages in extensive collaboration with regulators and the regulatory community and advises, guides, and collaborates with contractors, facility representatives, and other stakeholders to understand and apply requirements and best practices and to achieve compliance.

Collects evidence or other environmental public health related data or information to verify the accuracy and relevance of the data; determines compliance status and/or substantiates alleged violations; recommends proposed corrective and/or enforcement actions; prepares technical reports and presents findings including alternative course(s) of action; and makes recommendations for approval.

Provides technical direction and guidance for assigned projects and programs; oversees consultants and contractors associated with various projects; and collaborates with internal and external stakeholders and partners to evaluate their needs, provide information or assistance, and resolve problems.

Conducts outreach and education and coordinates and provides training and technical assistance to staff, internal and external stakeholders, and the public on environmental/public health matters in specialized area(s) of expertise.

By position, develops or modifies work plans, methods, and procedures, determines work priorities, and develops work schedules to provide adequate staff coverage.

By position, provides work instruction and assists employees with difficult and/or unusual assignments.

By position, assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

By position, resolves problems encountered during daily operations and determines appropriate solutions.

By position, contributes to the development of performance goals, documents performance, provides performance feedback, and provides information to inform the formal performance evaluation.

By position, responds orally to informal grievances and relays information to the supervisor.

By position, documents situations which may be cause for disciplinary action and provides this information to the supervisor.

Actively participate on the Department's emergency preparedness and response team(s) to support meeting the Department's public health and environmental responsibilities outlined in the City's Emergency Operations Plan.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Decision Making - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict

Writing - Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

Knowledge of the principles of the biological, animal, and/or physical sciences sufficient to be able to investigate monitor and protect public health and the environment.

Knowledge of federal, state and local public health and environmental/public health laws and regulations sufficient to be able to apply them to investigate, monitor and protect public health and the environment.

Knowledge of evaluation and assessment methods and techniques sufficient to be able to determine what information is required, gather and analyze desired information, and evaluate accuracy and appropriateness of data for dissemination to others.

Skill in conducting public health investigations to systematically identify and correct the causes of public health or environmental/public health problems.

Skill in developing, adapting and applying appropriate written guidelines, policies and procedures and standardized work practices to a variety of problematic and unprecedented situations.

Education Requirement

Bachelor's Degree.

Experience Requirement

Three (3) years of experience conducting environmental public health investigations or environmental public health management activities.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Potential exposure to housekeeping/cleaning agents/chemicals.

Potential exposure to toxic chemicals.

Potential exposure to chemical and specimen odor.

Potential exposure to odors in kitchen and/or patient areas.

Pressure due to multiple calls and inquiries.

Subject to burns and cuts.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Hazards: conditions where there is danger to life, body and/or health.

Atmospheric Conditions: conditions that affect the skin or respiratory system.

Extreme heat: temperatures hot enough to cause bodily discomfort.

Temperature changes: variation in temperature from hot to cold.

Wet: frequent contact with water or other liquid.

Potential exposure to extremes of heat and cold in all weather conditions.

Potential exposure to odors in animal areas.

Extreme Cold: Temperature cold enough to cause marked bodily discomfort.

Handles emergency or crisis situations.

Occasional pressure due to multiple calls and inquiries.

Works in proximity to cavity dwelling mammals and stinging insects.

Handles absentee replacement on short notice.

Level of Physical Demand

2-Light (10-20 lbs.)

By position, 4-Heavy (50-100 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot. May walk on wet surfaces.

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm or shoulder.

Climbing: ascending or descending objects usually with hands/feet.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.

Crouching: bending body downward and forward by bending legs.

Reaching: extending the hand(s) and arms(s) in any direction.

Handling: seizing, holding, grasping or otherwise working with hand(s).

Fingering: picking, pinching or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear. Potential exposure to loud noises.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Bending/Twisting: Bending and twisting in the rescue capture of animals.

Climbing/Balancing: Climbing walls, fences and other obstacles and balancing.

Crawling: Crawling in tight, cramped spaces to rescue, trap or capture animals.

Endurance: Exert physical efforts to restrain animals for a substantial period.

Fine Dexterity: Coordinate eye-hand to operate a vehicle, reach, hold, grasp and turn objects.

Handling: Handle domesticated feral animals, wildlife, birds, reptiles, bats, etc.

Hearing/Talking: Hear and determine direction of sound.

Kneeling/Crouching: Kneel and crouch in locating and capture of animals.

Lifting: raising or lowering objects weighing no more than 100 occasionally, and 50 pounds frequently, from one level to another.

Neck Flexion: Moving neck upward/downward.

Oral Comprehension

Pushing/Pulling: Push/pool animals, kennel, equipment, etc.

Reaching/Handling: Lifting and handling traps and cages, animal foods, equipment.

Running: To sprint for 60 seconds in pursuit of an animal.

Sitting: In sitting position to write a report, vehicle patrol, and the public contact.

Standing/Walking: Patrol and the public contact.

Vision: To observe animal behavior, read signs, and reading colors.

Lifting: raising or lowering objects weighing no more than 20 pounds, from one level to another.

By position, Lifting/Carrying: Lift/carry live and dead animals up to 100 pounds, food, water, traps and cages, and wearing a utility belt weighing up to 10 pounds.

Background Check Requirement

Criminal Check

Education Check

Employment Verification

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: E-627

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date: 6/1/20

Revised By: LS

Class History:

6/1/20 – Changed FLSA status from exempt to non-exempt. Changed pay grade from E-812 to E-627. Updated working environment and physical demands. Changed physical demands from 1-2. Added by position, physical demands for employees who work at DAP are 4.

6/30/19 – Added emergency response language to essential duties.