General Statement of Duties

Performs full-performance professional level Environmental/Public Health inspections and investigations work to ensure compliance with all established law, regulations and standards.

Distinguishing Characteristics

The Environmental/Public Health-Investigator II class performs full-performance level professional Environmental/Public Health investigation and inspection work, under minimal supervision. Positions in this class are distinguished from the Environmental/Public Health-Investigator I class, which performs entry-level Environmental/Public Health investigation and inspection work under close supervision. This class is also distinguished from the Environmental/Public Health Analyst I class and the Environmental/Public Health Analyst II class, which perform Environmental/Public Health analytical work conducting scientific research and operations analysis.

Guidelines, Difficulty and Decision-Making Level

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent. Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion. Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received & Quality Review

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communication & Purpose

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, gathered and discretion and judgement are required within the parameters of the job function.

Level of Supervision Exercised

By position, performs lead work.

Essential Duties

Conducts and supports on-site facility inspections and investigations or environmental/public health compliance activities and recommends corrective or enforcement or environmental/public health management action. Re-investigates and re-inspects potential violations based on established policies and professional judgement.

Monitors compliance with applicable rules and regulations and determines when reinvestigation is necessary to ensure ongoing compliance or environmental/public health performance.
Provides technical assistance, education and training about environmental/public health management and compliance to maintain environmental and public health.

Evaluates and distributes information to the public, affected industries/businesses and other governmental agencies and resolves routine compliance issues.

Prepares or reviews applications and verifies information submitted for licenses and permits.

Collects field samples or other environmental/public health related data or information for laboratory or trend analysis.

By position, issues summons and search warrant requests, and represents the City in legal actions.

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.

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<th>Competencies</th>
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<td>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.</td>
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<td>Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.</td>
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<td>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.</td>
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<td>Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendation</td>
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<td>Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.</td>
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<td>Writing - Writes in a clear, concise, organized, and convincing manner for the intended audience.</td>
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<td>Knowledge of the principles of the biological and physical sciences sufficient to be able to investigate monitor and protect public health and the environment.</td>
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<td>Knowledge of federal, state and local public health and environmental/public health laws and regulations sufficient to be able to apply them to protect public health and the environment.</td>
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<td>Knowledge of analysis and research methods and techniques sufficient to be able to determine what information is required, gather and analyze desired information, and input data into reports or databases.</td>
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Skill in conducting public health investigations to systematically identify and correct the causes of public health or environmental/public health problems.

**Education Requirement**

Bachelor’s Degree.

**Experience Requirement**

Two (2) years of experience conducting environmental/public health inspections, 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.

**Level of Physical Demand**

1-Sedentary (0-10 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.
Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

### 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-811
- FLSA Code: Y
- Management Level: 10
- Established Date: 9/21/2018
- Established By: Lori Schumann
- Revised Date: 6/30/2019
- Revised By: Lori Schumann

Class History:
- 6/30/19 – Added emergency response language to essential duties.