



Office of Human Resources
Environmental Public Health Investigator I - CE2264
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General Statement of Duties

Performs entry-level professional Environmental Public Health inspection and investigation work to ensure compliance with established laws, regulations, and standards.

Distinguishing Characteristics

The Environmental Public Health-Investigator I class performs entry-level professional Environmental/Public Health inspection and investigation works that emphasizes field training to apply college coursework under close supervision. This class is distinguished from the Environmental/Public Health-Investigator II class, which is assigned full-performance level professional duties under minimal supervision.

Level of Supervision Exercised

None

Essential Duties

Assists in conducting, conducts under close supervision or supports on-site facility inspections and investigations or analysis of environmental/public health issues and learns the procedures and rationale to recommend corrective, enforcement or environmental/public health management action. Reinvestigates and re-inspects facilities based on established policies.

Learns to provide and provides routine technical assistance, education and training about environmental/public health stewardship and compliance to maintain public health and environmental/public health.

Distributes information to the public, affected industries and businesses and other governmental agencies.

Learns to prepare or review applications and verify information submitted for licenses and permits meets required standards.

Collects field samples, environmental/public health related data or information as necessary for laboratory or trend analysis. Learns to monitor compliance with applicable rules and regulations.

By position, trains in procedures to issue summons and search warrant requests, and in techniques to represent 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.

Competencies

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.

Learning - Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.

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.

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 appropriate investigative techniques to ensure compliance with rules and regulations.

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

Education Requirement

Bachelor's Degree.

Experience Requirement

None

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 come into contact with 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. By position, 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.
 Neck Flexion: Moving neck upward/downward.
 Oral Comprehension
 Pushing/Pulling: Push/pull 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: raising or lowering objects weighing no more than 100 occasionally, and 50 pounds frequently, 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

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: E-623

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date: 6/1/20

Revised By: LS

Class History:

6/1/20 – Updated working environment and physical demands. Changed pay grade from E-620 to E-623.

Changed physical demands from 1 to 2. Added by position, physical demands for employees who work at DAP are 4.

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