



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.

### 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.

### **Level of Supervision Exercised**

None

### **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.):

Balancing: Maintaining equilibrium.  
 Bending/Twisting: Bending, twisting, or positioning oneself to aid in the rescue capture of animals.  
 Carrying: Transporting or moving an object.  
 Climbing/Balancing: Ascending walls, fences, and other obstacles and maintaining equilibrium.  
 Climbing: Ascending or descending an object or ladder.  
 Crawling: Moving close to the ground in a tight, cramped space to rescue, trap, or capture animals.  
 Crouching: Positioning body downward and forward.  
 Endurance: Ability to restrain animals for a substantial period of time.  
 Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.  
 Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.  
 Fine Dexterity: Sufficient coordination to operate a vehicle and manipulate objects.  
 Fingering: Picking and pinching, through use of fingers or otherwise.  
 Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.  
 Hearing/Talking: Perceiving and comprehending the nature and direction of sounds/ability to communicate ideas.  
 Hearing: Perceiving and comprehending the nature and direction of sounds.  
 Kneeling/Crouching: Ability to locate and capture animals from a lowered position.  
 Kneeling: Assuming a lowered position.  
 Lifting/Carrying: By position, move live and dead animals up to 100 pounds.  
 Lifting: By position, moving objects weighing no more than 100 pounds from one level to another.  
 Lifting: Moving objects weighing no more than 20 pounds from one level to another.  
 Neck Flexion: Perceiving objects located above or below.  
 Oral Comprehension: Ability to discern the meaning of oral speech.  
 Pushing/Pulling: Transport and control traps and cages, animal foods, equipment.  
 Reaching/Handling: Moving, positioning, and handling traps and cages, animal foods, equipment.  
 Reaching: Extending the hands and arms or other device in any direction.  
 Repetitive motions: Making frequent or continuous movements.  
 Running: Ability to quickly pursue an animal for 60 seconds.  
 Sitting: Remaining in a stationary position.  
 Standing/Walking: Moving from area to area and public contact.  
 Standing: Remaining in a stationary position.  
 Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Vision: Ability to perceive animal behavior, comprehend signs, and detect color.

Walking: Ability to move or traverse from one location to another.

### 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.**