

# Oneida County

## JOB DESCRIPTION

**JOB TITLE:** Environmental Health Technician  
**DEPARTMENT:** Health  
**Reports To:** Public Health Director and Assistant Director  
**FLSA Status:** Nonexempt  
**Prepared By:** Carl Meyer  
**Prepared Date:** July 2013  
**Approved By:** Lisa Charbarneau  
**Approved Date:** July 2013  
**Reviewed Date:**

### **GENERAL SUMMARY:**

The Environmental Health Technician promotes individual and population public health by providing the essential services of public health within a variety of settings. Responsibilities include: assisting the inspection of properties, businesses or homes; collecting and analyzing water samples; assisting in identifying health and environmental hazards including indoor and outdoor air quality; assists in food-borne and water-borne illness outbreak investigations; providing community health education and health promotion activities; ensuring compliance with a broad range of current local health and environmental codes, regulations and policies; participating in multi-faceted health or environmental projects; and providing technical assistance and information to individuals, families and groups regarding public health and environmental issues. This position requires knowledge of public health and environmental science.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Under general supervision and/or as part of various workgroups and teams, the Environmental Health Technician performs the following functions within the framework of Oneida County Health Department's provision of the core functions and essential services of public health.

#### **Public Health Sciences**

1. Assists and conducts routine/required inspections and/or audits to ensure compliance of existing local and state public health and environmental codes, regulations and policies.
2. Provides health education and technical assistance to individuals and/or groups regarding compliance with current local public health and environmental codes, regulations and policies.
3. Assists in investigation complaints regarding environmental health problems and environmental health hazards and initiates enforcement or corrective actions as required.
4. Assists in collaboration in the development and delivery of programs and activities that promote health and prevent disease, in settings including, but not limited to the Health Department, homes, community organizations and businesses, schools, and the community in general.
5. Collects water samples for laboratory analysis to ensure compliance of existing local and state public health and environmental codes, regulations and policies.
6. Participates in response teams to prevent, minimize, and contain adverse health events and conditions resulting from communicable diseases; food-, water-, and vector-borne outbreaks; chronic diseases; environmental hazards; injuries; and health disparities.

7. Assists in response to public complaints and inquiries on environmental or public health matters.
8. Collaborates in the development of and contributes to individual, team, and Departmental quality improvement, performance management and evaluation activities.

### **Community Dimensions of Practice**

9. Assists in educating the public on environmental health issues and the public health rationale for environmental health regulations.
10. Provides assistance in environmental health information, interpretation, technical assistance and regulatory compliance advice to individuals, groups industry organizations, the general public and other agencies regarding local public health environmental codes, regulations, policies, and identified environmental health problems.
11. Provides orientation to staff, students and other health and human service professionals in the community regarding environmental public health practices.
12. Participates in Oneida County Health Department research and demonstration projects that seek to improve the health of communities and determine new ways to address health issues.
13. Contributes to a work environment that fosters ongoing educational experiences regarding public health for colleagues, nursing and other health-related students, healthcare professionals and members of the community

### **Analysis and Assessment**

12. Collaborates in Oneida County Health Department's community health assessment and health improvement planning and intervention activities as needed. Collects samples, conducts field tests, collects and analyzes environmental public health data; interprets results and makes recommendations for corrective action(s).

### **Leadership and Systems Thinking**

13. Demonstrates knowledge of applicable professional guidelines for Licensed Environmental Health Practitioners and other Federal and State laws and regulations applicable to practice as an environmental public health professional in the state of Wisconsin.
14. Adheres to applicable Occupational Safety and Health Administration standards, such as those concerning exposure to blood borne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies.
15. Contributes to a work environment where performance management, continuous quality improvements in service and professional practice are pursued.
16. Assumes responsibility for own professional growth and development by pursuing education; participating in professional committees and work groups

### **Policy Development and Program Planning**

15. Assists in coordination of environmental public health activities with professionals and investigators from other agencies and jurisdictions, including, but not limited to, the Wisconsin Division of Public Health and the Wisconsin Department of Natural Resources.
16. Assists in coordination of enforcement activities between other governmental agencies, such as the Oneida County Planning and Zoning, which enforce laws and regulations to protect the public's health.

17. Assists in the collaboration in the development of environmental-best management practices, regulations and cost-effective options in collaboration with businesses, trade associations, agencies, staff and the public.
18. Assists in the collaboration in the development, implementation and evaluation of long and short range policies, procedures, plans and programs for environmental public health in Oneida County.
19. Collaborates in and contributes to individual, team, and Departmental performance management, quality improvement and evaluation activities.

### **Communication and Cultural Competency**

20. Assists in delivering targeted, culturally-appropriate information to help individuals and groups understand local environmental public health policies, regulations and code.
21. Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles and physical abilities. Examples of methods may be: one on one, group sessions, media interviews, story boards, website and face book
22. Assists in educating local and state policy makers and community stakeholders on public health issues.
23. Adheres to ethical principles and Oneida County Health Department policy in the collection, maintenance, use, and dissemination of data and information.

### **Financial Planning and Management**

24. Assists in the collaboration in activities such as time studies that contribute to the development of budgets and the efficient use of resources.

### **Other**

24. Maintain, update and use computerized data management systems.
25. Performs public health emergency response duties as assigned and consistent with training provided and job classification, in response to threats to the public's health.
26. Participates in Department and community emergency response training and drills consistent with job classification in support of public health emergency and disaster preparedness.
27. Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups and contributing to a work environment where continual improvements in practice are pursued.
28. This position will be responsible for using quality improvement (QI) and performance management (PM) processes and/or techniques to improve the effectiveness of the respective public health program. This includes, but is not limited to: creating, implementing, and evaluating performance standards and identifying, implementing, and assessing program quality improvement processes.
29. Performs other duties as assigned consistent with job classification.

### **BEHAVIOR EXPECTATIONS:**

- Treats others with courtesy and respect in all interactions.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

## **Education, Licensure, Certifications, Experience**

- High School diploma or equivalency required. Bachelor's of Science Degree in Environmental Health or other related degree preferred.
- National Incident Management System (NIMS)/Incident Command System (ICS) 100, 200 and 700.a certification within six (6) months of employment.~.
- Valid Wisconsin driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.

## **Knowledge and Skills:**

- Knowledge of the core functions and essential services of public health, public health principles and disease process.
- Knowledge of environmental sciences and environmental public health principles.
- Basic understanding of environmental public health protection programs, laws, regulations, policies processes in Wisconsin and Oneida County.
- Knowledge of data collection, analysis and interpretation techniques.
- Knowledge of federal, Wisconsin State and local environmental regulations that are applicable to a practitioner in a local public health agency.
- Knowledge of code enforcement techniques and evidence gathering.
- Knowledge of safety procedures for handling hazardous materials.
- Knowledge of regulatory and technical monitoring and investigation methods.
- Knowledge of valid sample procedures and protocol.
- Demonstrates basic mathematical calculations.
- Demonstrates effective written and oral communications, including conveying technical information to non-technical community members.
- Demonstrates ability to interpret and apply public health protection regulations.
- Knowledge of conflict resolution techniques and its applications.
- Demonstrates ability to work independently and in teams.
- Demonstrates basic knowledge and use of computerized data management systems.
- Demonstrates knowledge of and usage of field equipment.
- Knowledge of emergency preparedness - at home, work and in the community.
- Knowledge of incident command structure and its use.

**Due to the need for all Health Department personnel to respond to public health emergencies, the employee must be assessed for his/her ability to meet the physical demands of performing the following activities:**

- Must be able to be fitted and wear NIOSH 95 mask.
- Engage in the following movements: Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling and writing and repetitive motions.
- Exert up to 30 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.
- Hearing ability sufficient enough to communicate with others effectively in person and over the phone
- Visual ability must be sufficient enough to read typewritten documents, computer screen and drive a car.

If unable to demonstrate these abilities based upon a standardized, objective assessment performed by external occupational health professionals, all reasonable accommodations will be made, in compliance with the Americans with Disabilities Act and any other applicable Federal and Wisconsin law.

**WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:**

**General office setting in health department facilities, as well as community sites including clients' homes and restaurants or other workplaces.**

Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, chemicals and animals.

In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.

**EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:**

**Computer, Fax, copier, personal or county vehicle, environmental and public health equipment and supplies.**

**Reports to:** Director or Assistant Director

**Directs Work of:** None

**Blood borne Pathogen Risk Code: None  Low  Medium  High**