



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Environmental Health Inspector

FLSA: E

SERVICE: Classified

REVISED: 6/1/05

Summary: Under general supervision, performs administrative and technical work of moderate difficulty in the environmental health field; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Inspects, investigates and responds to complaints of unhealthy establishments for compliance with applicable legal codes governing sanitary conditions.
- Recommends enforcement measures to a supervisor.
- Secures compliance with pertinent regulations by promotion, education and enforcement.
- Inspects and designs individual sewage systems.
- Collects water, air and food samples for laboratory analysis; interprets analysis results based upon established sanitation principles.
- Reviews plans and specifications submitted for all eating and drinking establishments.
- Receives complaints, inquires regarding details, records data and makes a report for follow up purposes.
- Issues violation notices to perpetrators and temporary permits for occupancy when health requirements are reestablished.
- Documents visits and findings; maintains files; prepares and presents reports on investigations, inspections and recommendations; submits any necessary report to the state and federal agencies responsible for public health and vector control.
- Educates the public through training and presentations. Performs internet research and obtains educational materials from various sources to inform and educate the public.
- Completes forms, files, sorts documents, make phone calls and performs other general office duties.
- Attends staff meetings and professional development meetings.

Knowledge and Skills:

- Knowledge of diseases, their symptoms and causes and associated health regulations.
- Knowledge of environmental surroundings giving rise to disease such as plants and animals.
- Knowledge of computers and their applications to disease control and education.
- Skill in collecting samples for inspection and submission to a laboratory.
- Skill in determining priorities and screening out nuisance complaints.
- Skill in operating a computer and tracking/reporting software for health inspections and results.
- Skill in developing and conducting educational presentations.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in biological, physical sciences or related field; AND three years experience in environmental or public health; Registered Sanitarian certificate from the State of Arizona; AND a valid driver's license.