



Environmental Health Technician

Job Description

Department: Health
Position: Career Service
Grade: 722
Supervisory: No
Reports to: Bureau Director – Environmental Health

Summary

Under general guidance and supervision of a Bureau Director – Environmental Health and close assistance of a licensed Environmental Health Scientist, conducts sanitation inspections of eating establishments, commercial facilities, and public buildings. Inspects onsite sewage disposal and water systems to determine compliance with ordinances and laws designed to protect the health and safety of the public. Responds to and investigates complaints related to public health. Conducts public education training related to environmental health.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Inspect food establishments in assigned areas using established protocol; inspect temporary food establishments and temporary mass gatherings, as assigned; issue written orders and/or close establishments for non-compliance, as needed.
2. Perform physical inspections of public pools under the direction of a Program Manager – Environmental Health; collect bacteriological samples for laboratory analyses from public swimming pools in assigned geographic areas; measure pH and disinfectant levels to determine compliance.
3. Inspect school facilities, tanning salons, body art facilities, and used oil collection sites for sanitation and health code compliance.
4. Perform pre-opening inspections for food establishments and public pools under the direction of a Program Manager – Environmental Health.
5. Teach Food Handler classes and educational classes, as assigned.
6. Respond to and investigate complaints as assigned by a Bureau Director - Environmental Health.
7. Provide education and technical support to the public about environmental health regulations and other issues.
8. Attend meetings and seminars to maintain technical knowledge related to environmental health.

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FLSA: Non-Exempt
Effective Date: 9/18/2023
Public Safety: No

Worker's Compensation: County
Background Level: I
Safety Sensitive: Yes
DOT: No
ML: Individual Contributor

9. Respond to public health emergencies as required by department or division administration; carry provided cellular phone or other emergency communication devices during all work hours and at all other times when unavailable by phone.

Knowledge, Skills, and Abilities

- Basic knowledge of current health codes and other laws, regulations, and guidelines related to environmental health
- Basic knowledge of design and function of equipment and facilities common to environmental health
- Skilled in reading, writing, and basic math
- Skilled in using computer software programs
- Skilled in preparing accurate and complete reports
- Ability to communicate effectively verbally and in writing
- Ability to develop and maintain cooperative working relationships with those contacted during the course of work activities
- Ability to respond to agitated, angry, or otherwise upset individuals in a professional manner
- Ability to make decisions and solve problems under pressure
- Ability to teach educational courses

Supervisory Responsibility

This position has no direct supervisory responsibility but may serve as a coach and mentor for other positions in the department.

Work Environment

Work is regularly performed in environmentally controlled buildings but is performed outdoors periodically and occasionally in hot, cold, or inclement weather. Work may expose incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation and to contagious or infectious diseases or hazardous chemicals. Work occasionally requires the use of protective devices such as masks, goggles, and gloves. Work occasionally exposes incumbent to equipment or tools and other environmental elements that have the potential to cause bodily injury. Work occasionally exposes the incumbent to high-stress situations including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is

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frequently required to stand, talk, and hear. The employee works for sustained periods of time maintaining concentration and attention to detail and may be required to ascend or descend ladders, ramps, or rough terrain. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee is required to type, file, and lift supplies up to thirty (30) pounds and may be required to lift or otherwise move objects weighing up to fifty (50) pounds. The employee frequently drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand, and incumbent may be contacted at any time during emergency situations and during off hours as required by department policy.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Bachelor's degree from an accredited college or university that includes thirty (30) credit hours in the natural sciences or a closely related field.

Additional Eligibility Qualifications

1. Incumbent must obtain, and thereafter maintain, licensure through the State of Utah as an Environmental Health Scientist during the probationary period for new hires or the trial period for promoted County employees.
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.
4. Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department policy.

Career Ladder Advancement

For career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:

1. Possess the required licensure and certifications of the higher classification level.
2. Meet the education and experience requirements and the class characteristics of the higher classification level.
3. Receive written recommendation from the department head.
4. Receive approval from the Director – Human Resources.

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AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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