



POSITION: Environmental Health Specialist 3
JOB CODE: 3114 **GRADE:** 119G
DEPARTMENT: Land Use & Development Services **DIVISION:** Water & Sewer Planning
REPORTS TO POSITION: Chief, Environmental Health (Water & Sewer Planning)
STATUS: Full-Time **FLSA:** Exempt

Position Summary

Position participates in the technical planning functions, including all aspects of water and sewer planning related to the identification, solution, and prevention of environmental health associated with the enforcement of water and sewer planning and development regulations. Position reports to the Chief, Environmental Health (Water & Sewer Planning) for general supervision. Work of this class involves no supervisory duties and responsibilities.

****Position expected start date July 2023 pending funding within FY2024 Budget.***

Position Responsibilities

1. Oversees work within environmental health program activities through reviewing reports, coordinating work, and resolving problems, ensuring compliance with local, state, and federal policies, procedures, and regulations.
2. Inspects the construction of new or existing primarily potable water wells or septic systems to determine compliance with local, state, and federal codes and regulations.
3. Participates within administrative office hearings attended by persons or firms cited for failure to comply with public health regulations, Environmental Health Specialist staff, and other interested persons where the problems which resulted in the citation are discussed, and commitments are made concerning prompt corrective action.
4. Oversees special programs, legislation, policies, or procedures by analyzing their impact on the department, the community, and county staff. Provides input into modifications to existing policies and/or procedures as applicable.
5. Provides expertise in a specialized technical area of environmental health; represents immediate supervisor as needed by serving as a health agency representative to various local, State, and Federal technical committees or boards.
6. Operates within the standardized operation for the division, remaining cognizant of changes in local, state, and federal regulations that may impact operations.
7. Conducts research, special studies, and field evaluations to determine the efficiency and effectiveness of well and septic planning and review.
8. Adheres to the Licensed Environmental Health Specialist water and sewer design standards.
9. Ensures the safety and reliability of safe drinking water and adequate sewage disposal through the Land Use and Development process within the County.

Minimum Qualification Requirements

Education

Bachelor's degree in planning, environmental science, engineering, or a closely related field.

Experience

Minimum of four (4) years' experience in environmental health, engineering, or closely related field.

**An interested candidate with an equivalent combination of education and experience as listed above may be considered.*

Certificate(s) and/or License(s)

1. Possession of a valid Class "C" non-commercial driver's license with no more than three (3) points.
2. Certified/Licensed Environmental Health Specialist (LEHS).

Knowledge, Skills & Abilities

1. Knowledge of well and septic regulations and implementation related to LEHS (soil, percolation rates, sizing of the septic tank, length/angles of distribution lines, setbacks of sewerage areas, potable water locations, etc.).
2. Ability to interpret and communicate local, state, and federal laws, standards, and regulations governing environmental and/or public health standards.
3. Knowledge of environmental and/or public health principles, practices, and concepts.
4. Knowledge of principles, practices, theories, methods, and objectives of local and regional planning, research techniques, drafting, engineering, and collecting data.
5. Knowledge of research techniques, methods, and methodology for utilizing pertinent data.
6. Ability to perform technical and specialized research.
7. Ability to interpret complex engineering designs and forms relating to preparing planning reports and studies.
8. Ability to supervise, train, and evaluate the work of assigned employees.
9. Ability to interpret maps and aerial photographs.
10. Ability to communicate effectively with consultants, contractors, landowners, developers, and others.
11. Knowledge of applicable databases, graphics, and other computer software and equipment.

Miscellaneous Position Information

Working Conditions & Physical Requirements

This role is primarily sedentary in nature but may involve occasional light effort, such as handling boxes, tools, equipment, or other materials; walking or climbing over uneven surfaces; and sitting/standing in fixed position for extended periods of time. Must be able to lift 50 pounds unassisted on a regular basis. General conditions involve working at a computer, using telephonic equipment, and interfacing regularly with internal and/or external stakeholders.

Work is normally performed Monday through Friday during normal business hours, however, may require alternate work hours 24 hours a day, seven (7) days a week.

Individuals appointed or promoted to a position in this class will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

Conditions of Employment

1. Prior to appointment, employees are subject to pre-employment medical history review and drug testing, extensive background investigation (which may require CJIS and NCIC clearance), including but not limited to reference checking, and driving history, and an evaluation of training or experience.
2. Employees in this classification are essential as defined by the County's Personnel Policies and Procedures Manual and are required to report to work during inclement weather or other designated emergencies.

Benefits (*Not all positions may be eligible for these programs.)

Cecil County Government offers a full complement of benefits including medical, dental, life, disability, and AD&D insurance programs as well as a generous time off benefits. We understand that finding the right balance between home and career is a challenge and offer the following programs: employee assistance program, flexible work arrangements/compressed schedule and telework/remote office opportunities.

This position description is representative of the general and most important components of this role and does not characterize every aspect of the job; other duties and responsibilities may be assigned as warranted and deemed appropriate. This document does not constitute a contract of employment, nor a guarantee of continued employment. Cecil County Government is an equal opportunity employer.

By signing below the employee indicates this job description was reviewed, acknowledged, and accepted. Questions regarding the job description should be directed to Human Resources.

Employee Printed Name

Date

Employee Signature