

ENVIRONMENTAL HEALTH SPECIALIST

DEFINITION

Performs environmental health and safety investigations, surveys, audits, and prepares written reports and correspondence.

TYPICAL DUTIES

Participates in the activities of various environmental health programs by performing a combination of the following duties:

- Performing field work (e.g., site inspections, audits, and investigations) related to occupational safety and health, environmental assessment, or compliance.
- Performing field tests using direct read instruments (e.g. multi-gas meters and noise dosimeters) to determine the presence of harmful materials.
- Responding to emergency calls related to chemical spills, fires, or other hazardous materials/conditions and takes appropriate action as needed and/or directed.
- Conducting employee exposure monitoring of designated staff, using appropriate sampling methodologies.
- Calibrating, operating, and maintaining integrated sampling equipment, and direct-reading instruments.
- Providing technical information related to environmental health and safety issues to employees, students, and the public.
- Writing technical and narrative reports and documents.
- Reviewing reference materials to ensure compliance.
- Making recommendations on method standards and specifications.

May assist in required training of District staff to meet regulatory agency requirements.

May participate in construction job start meetings.

May perform work such as lab packing, consolidating, transporting, and recycling or disposing of hazardous materials/waste.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Environmental Health Specialist performs environmental health and safety investigations, surveys, and audits; and prepares written reports and correspondence.

An Environmental Safety Officer implements programs for accident prevention; conducts site safety and compliance audits; makes recommendations for compliance with regulations pertaining to occupational safety, environmental health, environmental compliance, and fire prevention; and works with District employees to implement accident prevention measures and compliance programs.

An Environmental Health & Safety Technician performs duties as assigned by their supervisor such as consolidating hazardous materials/wastes; and assists with fieldwork including site investigations and report generation.

SUPERVISION

General supervision is received from a supervisory or management employee such as an Environmental Health Manager, Environmental Health Supervisor, or Industrial Hygienist. May exercise work direction over Environmental Health & Safety Technicians.

CLASS QUALIFICATIONS

Knowledge of:

- Scientific principles of sample collection and data analysis/interpretation for various media (e.g., air, water, and soil)
- Integrated sampling equipment and direct-reading instruments
- Microsoft Windows operating systems and Office Suite programs
- Environmental health and safety regulations of various federal, State, and local agencies (e.g., Environmental Protection Agency (EPA), California Environmental Protection Agency (Cal/EPA), Occupational Safety and Health Administration (OSHA), California Occupational Safety and Health (Cal/OSHA), and South Coast Air Quality Management District (SCAQMD))
- Methods and procedures used in surveying unhealthful and hazardous conditions
- Hazardous materials/waste handling, storage, labeling, and disposal requirements of various federal, State, and local agencies

Ability to:

- Assemble, calibrate, and utilize integrated sampling equipment, and direct-reading instruments
- Evaluate and analyze survey findings and test results
- Prepare clear and concise reports/documents
- Communicate both orally and in writing in a manner appropriate for the circumstances and audience addressed
- Perform repetitive, routine work
- Work independently
- Think critically and use good judgment in recognizing when to take action or to defer to others as appropriate
- Operate a computer and associated peripheral equipment

Special Physical Requirements:

- Perform work while wearing personal protective equipment, such as respirators and protective clothing
- Normal color vision
- Ability to stand, walk, bend, crawl, reach overhead, crouch, kneel, balance, push, pull, and safely lift and carry weights up to 50 pounds
- Ability to maneuver in narrow spaces (e.g., attics and crawl spaces)

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in environmental and occupational health, industrial hygiene, occupational health and safety, environmental engineering, or a closely related field.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle.

SPECIAL NOTES

Requires wearing a negative pressure respirator

Employment is subject to medical clearance.

Positions in this classification are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials including, but not limited to, asbestos or lead.

Employees in this class are subject to call at any hour.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by relevant law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
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