



Public Health
Prevent. Promote. Protect.

NORTH CENTRAL PUBLIC HEALTH DISTRICT

“Caring For Our Communities”

Environmental Health Specialist and Environmental Health Specialist Trainee

North Central Public Health District (NCPHD) is currently hiring for both the Environmental Health Specialist and Environmental Health Specialist Trainee positions.

Environmental Health Specialist (EHS)

Under the supervision of the Environmental Health Specialist Supervisor, the EHS will be independently responsible for soil evaluations, site assessments, inspections, permitting, and compliance assurance for onsite wastewater disposal systems as well as statutory responsibilities for regulating Wasco and Sherman County public drinking water systems. The EHS is also responsible for inspecting temporary and permanent food service establishments, swimming pools and lodging facilities as well as performing other contract inspections and coordinating with state agencies when applicable.

The EHS will hold a minimum of a Bachelor’s degree with major coursework in Environmental Science, Environmental Health, Chemistry, Biology, or related science based curriculum and be currently registered as an Environmental Health Specialist in the State of Oregon.

Salary range for this position is \$5,126.70 to \$6,689.20 per month.

Environmental Health Specialist Trainee (EHS Trainee)

EHS Trainees are eligible for a Trainee License as determined by the Environmental Health Registration Board. With coursework meeting the above requirements, but not having obtained the registration, trainees can enter a one to two year program to complete their licensing and registration.

During the trainee process, EHS Trainee will be under close supervision to become versed in practices to complete the duties of an Environmental Health Specialist. Efforts to obtain the proper number of training hours and success in passing the applicable state tests will be supported by NCPHD for the one to two year period trainees are enrolled in the trainee program.

Salary range for this position is \$4,644.66 to \$6,060.23 per month.

For more information regarding the state licensing and registration process please follow this link: <https://www.oregon.gov/oha/ph/hlo/pages/board-environmental-health-license.aspx>



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POSITION ANNOUNCEMENT &
JOB DESCRIPTION
For

Environmental Health Specialist Trainee

Please send a resume and letter of interest to:

North Central Public Health District
Attention: Operations Manager
419 E. 7th Street, The Dalles, OR 97058

OR

By email to:
kates@ncphd.org

Application Deadline: May 31, 2024



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Job Description: Environmental Health Specialist Trainee

Our Vision

We are a trusted and innovative public health district committed to working for a safer and healthier North Central Public Health District.

Mission Statement

To prevent disease, injury and disability; to promote health and well being; and to protect our communities by preparing for and responding to public health threats.

Values

We hold ourselves to the highest level of honest, transparency and ethical conduct in all relations and dealings. As individuals and an entity we: Relate to others with honesty respect and integrity; Communicate openly and with clarity; Serve our communities with compassion, understanding and empathy.

Job Title:	Environmental Health Specialist Trainee	Department:	North Central Public Health District
Reports To:	Environmental Health Specialist Supervisor	Salary Grade:	Class 12 (\$4,644.66-\$6,060.23 per month)
FLSA Classification:	Non-Exempt	Revision Date:	May 2024

Summary:

Individuals in this position perform a variety of survey and investigational duties of an introductory nature in the field and assisting in planning, promoting, and carrying out of programs to secure compliance with public health laws, administrative rules, and policies.

This classification is intended to provide the employee with pertinent training experience to be a Registered Environmental Health Specialist (REHS) as described in Oregon Legislature Chapter 700.

Essential Functions:

- Inspects food service establishments, mobile units, and temporary restaurant events, to ensure compliance with laws and rules; Instructs food handlers on proper food handling procedures and equipment maintenance.
- Conducts site evaluations for the use of standard septic systems and alternative systems; Issues or denies permits pursuant to established rules; inspects installations of completed systems for compliance; Investigates failing septic systems and assists owners with proper permitting and repair.
- Surveys public drinking water systems; works with operators on sampling compliance.
- Investigates complaints and disease outbreaks concerning food, water, animals, sewage disposal, and communicable disease as required by law and with the assistance of other North Central Public Health District (NCPHD) staff as needed; takes necessary corrective / preventative actions.
- Inspects public pools, motels, and organizational camps to ensure compliance with laws and rules.
- Keeps accurate records of inspection activities.
- Any employee may be required by their manager to perform other duties which may be necessary or desirable and for which the employee is qualified.
- Is to respond to a public health emergency as needed.
- Develop and maintain effective, harmonious and reasonable work relationships with managers, county authorities, employees, and the general public.
- Conflict resolution as needed with mentorship from supervisor.

Qualifications:

- Minimum of a Bachelor's degree with major course work in Environmental Science, Environmental Health, Chemistry, Biology, or related science based curriculum. Experience and education in soil science, desired.
- Must have a valid Driver's License.
- Must be or meet standards of Environmental Health Specialist Trainee as outlined by ORS 700.035.
- Knowledge of county, state, and federal laws, regulations and ordinances governing environmental health and safety programs, including Oregon Health Authority, Food, Pool, and Lodging, and Oregon Department of Environmental Quality statutes, regulations and standards.

Knowledge, Skills, and Abilities:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
- Minimum Bachelor's Degree (B.S.) from a four-year college or university program in environmental science or in equivalent basic sciences with a major emphasis in chemistry, biology, social science, physical science, etc.
- Must be able to maintain registration with the Oregon Environmental Health Registration Board as an environmental health specialist trainee or waste water specialist trainee per Oregon Revised Statute (ORS) Chapter 700
- Possession of a valid State of Oregon driver's license with a good driving record. Regular and predictable attendance to work expected.
- Works under general supervision of the Environmental Health Specialist Supervisor who makes work assignments and reviews work for effectiveness of programs and for adherence to law and departmental policies and procedures.

Work Environment:

The work environment and physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NCPHD is a trauma informed organization. A trauma informed philosophy guides the organization's adoption of changing the question from "what's wrong with you?" to "what's happened to you?" All staff are expected to increase their knowledge of trauma informed practice and participate in related tools used in relating to each other, clients and customers.

Specific Tasks Involved:

See essential functions.

Veteran's Preference:

If you are requesting Veteran's Preference, you must complete the Veteran's Preference Form and attach a copy of your DD214/DD215. If you are a disabled veteran, you must also include a copy of your Veteran's Administration benefit summary/award letter along with your application.

Equal Employment Opportunity Employer:

North Central Public Health District is an Equal Employment Opportunity Employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status.