



YAMHILL COUNTY

CAREER OPPORTUNITY

Job #PD19-061



Recruitment will remain open until filled.
First review of applications will be September 20, 2019

Environmental Health Specialist III

Planning

Salary: \$4800- \$5429/month (DOE) with Excellent Benefits

Our Community

Yamhill County has approximately 102,000 residents and is a very desirable place to live in the heart of the Willamette Valley wine country. Yamhill County is home to Linfield College and Chemeketa Community College in McMinnville and George Fox University and Portland Community College in Newberg. Yamhill County is centrally located in the Willamette Valley, within close proximity to the Oregon Coast, the Portland and Salem metropolitan areas, and the Oregon Cascade Mountains. Wide varieties of indoor and outdoor recreation opportunities are available. We have the benefits, appeal and superior quality of life found in a small town community, while enjoying active social and cultural lifestyles found in larger metropolitan areas.



The Environmental Health Specialist III

This is a regular full-time position to perform professional level sanitarian work in conducting surveys, making inspections, and conducting investigations to secure compliance with Oregon public health laws, administrative rules, and guidelines. Primary work emphasis includes activities related to on-site subsurface sewage disposal, i.e., septic tank/drain fields and alternative systems. The person in this position is responsible for application of Oregon Department of Environmental Quality (DEQ) administrative rules and regulations within the county and for planning and implementing related activities. Depending on the qualifications of the successful candidate, this position may qualify for an additional 5% lead-worker pay.

Please see the attached job description for full details.

The Benefits

Health coverage - Group medical, dental, and vision insurance coverage for the entire family. For the 2019-20 plan year, the County pays 99% of the monthly premium and employees pay 1% (\$15.90 per month) for the Base Plan. With this plan, employees are eligible for a \$100 a month contribution into an HRA VEBA account. Buy-up plans are also available.

Retirement - PERS (Public Employee Retirement System) contribution is 100% employer funded, which includes both contribution to PERS pension and IAP accounts (IAP contribution is 6% of salary).

Short-Term Disability – 100% County paid

Life insurance - \$6,000 for employee/\$2,000 for spouse and children – 100% County Paid.

Vacation/Sick Leave - Flexible Earned Time (FET) is a combination of vacation and sick leave. To start, you will earn 12.38 hours per month and future accruals increase based on years of service. After a year of service and depending on FET balance, employees may sell-back up to 40 hours of FET per year.



The Qualifications

The position requires graduation from an accredited four-year college or university with 45 quarter hours of science related to environmental sanitation, which must include DEQ approved soils classes AND two years' experience in environmental sanitation or related activities. The person in this position must possess and maintain registration as an Environmental Health Specialist or Wastewater Specialist with the Oregon Health Licensing Agency or obtain such registration at the time of hire. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.



The Candidate

Because the position involves extensive contact with the public, the successful candidate must have a demonstrated ability to establish and maintain effective working relationships with co-workers, other County employees/departments, County Administration, the Board of Commissioners, and other agencies in addition to excellent customer service skills. This candidate will be dependable, organized, detail-oriented and have the ability to maintain a professional demeanor in emotional/stressful encounters and to interact with members of the public in a pleasant, tactful, and courteous manner.

Employees must be able to perform the essential functions of this classification with or without accommodation.

The Application Process

Please visit the Yamhill County website at www.co.yamhill.or.us/hr to download an application. You may submit your application by mail (US Postal Service), fax (503-434-7553), e-mail (employment@co.yamhill.or.us), or hand-delivery (434 NE Evans St., McMinnville OR 97128). Please contact our Human Resources Department at 503-474-4901 if you have any questions or need assistance or accommodation with any part of our application process.

Yamhill County is an Equal Employment Opportunity Employer and values diversity. All qualified applicants are encouraged to apply. A completed County application is required. Applicants are considered for employment based on their qualifications without regard to race, religion, gender, sexual orientation, national origin, age, marital or veteran status, medical condition or disability, or any other factor prohibited by law or regulation. Veterans are encouraged to apply. In order to receive Veterans' Preference Points, please be sure to submit the required Veterans Hiring Preference Form.

WORKING TITLE: ENVIRONMENTAL HEALTH SPECIALIST III	CLASSIFICATION: ENVIRONMENTAL HEALTH SPECIALIST III
DEPARTMENT: PLANNING	DIVISION: PLANNING
PAY RANGE: OPEU 23	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 9410
PPE: PER WORK LOCATION	REVISION DATE: AUGUST 2019

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Responsible for application of Oregon Department of Environmental Quality (DEQ) administrative rules and regulations within the county, and for planning and implementing related activities. Performs professional level sanitarian work in conducting surveys, making inspections and investigations to secure compliance with Oregon public health laws, administrative rules and guidelines. Primary work emphasis includes activities related to on-site subsurface sewage disposal, i.e., septic tank/drain fields and alternative systems. Advises of required compliance and recommends corrective action to be taken. Participates in the training and other technical work of subordinates. Undertakes enforcement related to above programs. Prepares documentation necessary for reporting the above activities.

SUPERVISION RECEIVED:

Works within established procedures and guidelines under the supervision of the Planning Director who reviews work for conformance with procedure and guidelines for overall results achieved.

SUPERVISION EXERCISED:

Supervision of lower classification employees may be required at times, including providing on-the-job training and orientation to a new employee in this class or an Environmental Health Specialist I or II.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Directs and participates in on-site sewage disposal program.
- Reviews and approves or denies applications.
- Conducts on-site feasibility evaluations; inspects sites prior to final cover.
- Develops division programs and policies based on federal and state requirements.
- Provides training to staff as needed.
- Evaluates work of subordinates to determine if division programs are being correctly implemented and administered.
- Inspects and evaluates properties to determine if soils on property meets the requirements of DEQ rules (OAR 340-071) for on-site wastewater treatment.

Environmental Health Specialist III (Planning)

- Enforces and advises the public and private business on statutes, rules, regulations, ordinances, and codes relating to sanitation programs.
- Collects water samples as requested.
- Coordinates with public sector regarding health issues related to emergency situations involving communicable diseases, sewage spills, hazardous materials, food and water issues.
- Maintains records of inspections and other activities; writes reports and makes recommendations.
- Attends conference and training seminars as required to obtain new information concerning rules, regulations, and operating procedures.
- Performs other related work as required.

JOB SPECIFICATION

KNOWLEDGE OF:

- Modern methods, techniques, and practices of environmental health.
- Laws, administrative rules, and guidelines governing State sanitation programs.
- Basic mathematics.

SKILL IN:

- Reading, understanding, interpreting, and applying statutes, case law, administrative rules, guidelines, and ordinances.
- Communicating effectively, both orally and in writing.
- Maintaining accurate records.

ABILITY TO:

- Make thorough inspections and investigations, compile data and prepare clear and concise reports.
- Plan and organize work assignments.
- Read, understand, interpret, and apply statutes, case law, administrative rules, guidelines and ordinances.
- Interact courteously and tactfully with the public, building contractors, and the business community.
- Establish and maintain effective working relationships with superiors, other county employees, employees of state agencies, and the public.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Graduation from an accredited four-year college or university with 45 quarter hours of science related to environmental sanitation, which must include DEQ approved soils classes AND two years' experience in environmental sanitation, or related activities are required. Additionally, must possess and maintain registration as an Environmental Health Specialist or Wastewater Specialist with the Oregon Health Licensing Agency, or obtain such registration at the time of hire. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

SPECIAL QUALIFICATIONS REQUIRED:

Current registration with the State of Oregon as an Environmental Health Specialist or Wastewater Specialist.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in a building and in outdoor areas and uses mechanical equipment as needed to perform duties with associated noise levels. Weather conditions may vary. The employee may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands 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.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.