

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

ENVIRONMENTAL HEALTH SPECIALIST III

POSITION CODE: 13770
Effective: 12-20-01

DISTINGUISHING FEATURES OF WORK:

Under direction, performs complex and technical environmental health duties at an advanced level; independently performs difficult and complex inspections, investigations, surveys, and reinspections; instructs and advises owners and operators of deficiencies and violations, recommending corrective measures; conducts or reviews preliminary and full health assessments and risk assessments and reviews reports generated by division personnel; recommends and assists supervisor with enforcement actions; may serve as a designated lead worker to lower level Environmental Health Specialists; attends training sessions in the interpretation of relevant state and federal laws, rules and regulations, departmental policies and enforcement procedures.

ILLUSTRATIVE EXAMPLES OF WORK:

1. As a practitioner in the general environmental health area, assesses environmental and public health conditions involving migrant labor camps, swimming pools, bathing beaches, recreational areas, youth camps, mobile home parks, private and non-community drinking water supplies, and private sewage disposal systems; determines and/or assesses compliance with applicable state and federal laws, rules and regulations.
2. Investigates threats or potential threats to the public health related to environmental, occupational, or household exposure to hazardous substances or conditions such as lead, asbestos, pesticides and other environmental toxins to determine if such conditions pose a danger to human health and welfare; assists in coordinating field activities with appropriate local, state or federal agencies.
3. Inspects food processing and warehouse firms, wholesale food distributors, Grade A and manufactured dairy farms and plants, retail food establishments, and tanning facilities; conducts drug, medical devices, and cosmetic establishment enforcement activities as required by law.

ENVIRONMENTAL HEALTH SPECIALIST III (Continued)

4. Responds to citizen, local health department, or other state or federal agency inquiries, complaints, or referrals regarding health conditions or exposure to hazardous materials, safe handling, storage and application of pesticides, or threats to public health from; conducts, coordinates, or recommends investigations of complaints, potential violations of applicable laws and regulations, suspected environmental hazards, public health emergencies, and possible cases of environmentally carried illness or disease; interviews principals; collects or oversees the collection of environmental or biological samples; examines sites; gathers information and documents evidence; evaluates emergency sites/situations and makes recommendations as needed regarding program operations; estimates potential or actual exposure(s) and risk.
5. Advises owners and operators of deficiencies and violations, recommending corrective measures; appraises supervisor of continuing and/or serious violations; recommends enforcement action; coordinates field activities with appropriate local, state, or federal agencies in conducting investigations of potential or actual exposure to hazardous substances or conditions; provides technical support to local health departments, other IDPH Divisions, and state and federal agencies in the area of toxic substances, exposure and human health concerns; prepares and administers questionnaires and survey tools; assembles photographs, lab and inspection reports, and specimens; reviews physician and medical records, sworn statements and other evidence for use in legal actions; testifies in administrative hearings or in a court of law as required on cases related to assigned duties.
6. Conducts or reviews preliminary and full health assessments and risk assessments, and reviews reports generated by division personnel; provides technical support to appropriate local health departments, state or federal agencies in the areas of structural pest control, health concerns regarding exposure to pesticides, biology and control of vectors, vector-borne diseases, and lead, asbestos and other environmental toxins.
7. Performs reviews to determine toxicity and potential hazards of asbestos and chemicals and anticipates health effects that might result from such exposures; recommends appropriate strategies for prevention of harm and protection of the public health and welfare; develops or suggests guidelines or standards where necessary.
8. Collects, prepares, packs, and submits for laboratory testing, samples of air, water, soil, milk, food, and/or other environmental or biological substances; evaluates lab reports, determines appropriate action, and notifies supervisor of follow up plans, soliciting advice and approval only as needed, such as in sensitive cases or to resolve problem situations; performs field tests of equipment to ensure proper functioning, collects and analyzes some samples in the field; exercises judgment as to the necessity of immediately closing a facility, operation, or public area as a result of inspection findings.

ENVIRONMENTAL HEALTH SPECIALIST III (Continued)

9. Reviews or assists in the review of plans for new or remodeled facilities; submits plans for central office review as directed; tenders opinions regarding plan conformance to requirements; advises as to construction, placement, or function of equipment, instruments, and materials.
10. Monitors classroom training and examination of candidates for certification in food service sanitation; prepares advanced course information and promotes managers' training; administers examinations for the licensing of bulk milk tank operators; assists in conducting training and/or examinations in asbestos and lead licensing and certification of swimming pool operators.
11. Assists in the development of new employee orientation and training; attends and participates in compliance conferences; assists in the development of and participates in providing training and educational seminars regarding state and federal laws, rules and regulations and departmental policies and enforcement procedures; represents the department, as assigned, in training exercises and joint inspections with other agencies.
12. Serves as a designated lead worker to subordinate Environmental Health Specialists; assigns and reviews work; provides guidance, direction and instruction to lower level staff.
13. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires a minimum of a bachelor's degree from an accredited university or college with 30 semester hours in the physical or biological sciences.

Requires three years of professional experience in environmental health practice.

Specific position requirements vary by position and program area of assignment.

Those positions engaged in the area of toxicology require at least six semester hours of coursework in toxicology, risk assessment, industrial hygiene, biochemistry, physiology, or equivalent short courses in health assessment, risk assessment, worker protection, or closely related areas, plus three years of professional experience in the area of toxicology, epidemiology, industrial hygiene, risk assessment, medicine, environmental health or science, or closely related fields; with a master's degree, requires two years of such experience.

Those positions engaged in pesticide and vector control require at least six semester hours of coursework in entomology, vertebrate zoology, organic chemistry or biochemistry or equivalent short courses in these areas.

Those positions engaged in pesticide work require certification as a structural pest control technician.

ENVIRONMENTAL HEALTH SPECIALIST III (Continued)

Those positions engaged in asbestos and lead work require the appropriate lead or asbestos license.

Preferably requires licensure as an Environmental Health Practitioner.

Knowledges, Skills and Abilities

Requires extensive knowledge of biology, chemistry, microbiology, and toxicology as they relate to environmental health and safety.

Requires extensive knowledge of environmental public health principles and practices.

Requires extensive knowledge of state and federal laws and department rules relating to the preservation of public health and safety against environmental hazards, the maintenance of sanitary conditions in public use areas, and the prevention and control of communicable diseases which are caused or spread by environmental factors.

Requires extensive knowledge of field sampling and equipment and testing techniques.

Requires working knowledge of epidemiology and the relationship of environmental conditions to the spread of disease.

Requires ability to independently conduct difficult and complex inspections, surveys, and reinspections to determine eligibility for licensure or certification and/or assess compliance with applicable state and federal laws, rules, and regulations.

Requires ability to conduct environmental health investigations of complaints, potential violations, emergencies, and similar problems.

Requires ability to operate field testing equipment and analyze results.

Requires ability to collect field samples of air, water, soil, milk, food, and other substances and to evaluate subsequent lab results, determining appropriate courses of action based on this evaluation.

Requires ability to explain and interpret pertinent state and federal laws, regulations and requirements as well as department policies to persons involved in the inspection and investigation processes and to the general public.

Requires ability to make reasoned recommendations regarding enforcement actions.

Requires ability to assist in the indoctrination and training of lower level Environmental Health Specialists.

Requires ability to provide accurate and succinct testimony at department hearings and in a court of law.

Requires ability to prepare complex technical records, reports, and correspondence.

Requires ability to communicate effectively both verbally and in writing and to speak to large groups of people.

Requires ability to establish and maintain satisfactory working relationships with coworkers, owners and operators, officials, and the general public.

Some positions in this class may require an appropriate valid driver's license and/or an ability to travel.