



## Career Service Authority

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# Environmental Public Health Investigator I

### GENERAL STATEMENT OF CLASS DUTIES

Performs entry-level professional Environmental/Public Health inspection and investigation work to ensure compliance with established laws, regulations, and standards.

### DISTINGUISHING CHARACTERISTICS

The *Environmental/Public Health-Investigator I* class performs entry-level professional Environmental/Public Health inspection and investigation works that emphasizes field training to apply college coursework under close supervision. This class is distinguished from the *Environmental/Public Health-Investigator II* class, which is assigned full-performance level professional duties under minimal supervision.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions. Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices. Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

#### ***Level of Supervision Received and Quality Review:***

Under close supervision, the employee receives training to develop skills and abilities in a specific line of work or general occupational area. Work product is subject to close, continuous inspection.

#### ***Interpersonal Communications and Purpose:***

Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

#### ***Level of Supervision Exercised:***

No supervisory responsibility.

## ESSENTIAL DUTIES

Assists in conducting, conducts under close supervision or supports on-site facility inspections and investigations or analysis of environmental/public health issues and learns the procedures and rationale to recommend corrective, enforcement or environmental/public health management action. Reinvestigates and re-inspects facilities based on established policies.

Learns to provide and provides routine technical assistance, education and training about environmental/public health stewardship and compliance to maintain public health and environmental/public health health.

Distributes information to the public, affected industries and businesses and other governmental agencies.

Learns to prepare or review applications and verify information submitted for licenses and permits meets required standards.

Collects field samples, environmental/public health related data or information as necessary for laboratory or trend analysis. Learns to monitor compliance with applicable rules and regulations.

By position, trains in procedures to issue summons and search warrant requests, and in techniques to represent the City in legal actions.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

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## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledges and Skills:***

**Reading** - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

**Writing** - Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

**Oral Communication** - Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

**Interpersonal Skills** - Shows understanding, courtesy, tact, empathy, concern; develops & maintains relationships; may deal with people who are difficult, hostile, distressed; relates well to people from varied backgrounds & situations; is sensitive to individual differences.

**Decision Making** - Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

**Reasoning** - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

**Attention to Detail** - Is thorough when performing work and conscientious about attending to detail.

**Self-Management** - Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

**Learning** - Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.

**Problem Solving** - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Knowledge of the principles of the biological and physical sciences sufficient to be able to investigate monitor and control the spread of communicable diseases and pollutant emissions.

Knowledge of appropriate investigative techniques to ensure compliance with rules and regulations.

Skill in interpreting, adapting and applying appropriate written guidelines, precedents and standardized work practices to a variety of problematic and unprecedented situations.

### ***Physical Demands:***

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot. May come into contact with wet surfaces.

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm or shoulder.

Climbing: ascending or descending objects usually with hands/feet.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.

Crouching: bending body downward and forward by bending legs.

Reaching: extending the hand(s) and arms(s) in any direction.

Handling: seizing, holding, grasping or otherwise working with hand(s).

Fingering: picking, pinching or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear. By position, may be exposed to loud noises.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

### ***Working Environment:***

Exposed to housekeeping/cleaning agents/chemicals.

Exposed to toxic chemicals.

Exposed to chemical and specimen odor.

Exposed to odors in kitchen and/or patient areas.  
Pressure due to multiple calls and inquiries.  
Subject to burns and cuts.  
Subject to many interruptions.  
Subject to varying and unpredictable situations.  
Hazards: conditions where there is danger to life, body and/or health.  
Atmospheric Conditions: conditions that affect the skin or respiratory system.  
Extreme heat: temperatures hot enough to cause bodily discomfort.  
Temperature changes: variation in temperature from hot to cold.  
Wet: frequent contact with water or other liquid.  
May be exposed to extremes of heat and cold in all weather conditions.

***Education Requirement:***

Bachelor's Degree in Public Health, Environmental Health, Early Childhood Education, Nursing, natural/physical/life science or a directly related field.

***Experience Requirement:***

None.

***Education/Experience Equivalency:***

A combination of the appropriate type and level of education and experience may be substituted for the minimum education and experience qualifications.

***Licensure and/or Certification:***

Possession of a valid Colorado Class "R" Driver's license at the time of application.

**CLASS DETAIL**

***FLSA CODE:*** Non-Exempt

***ESTABLISHED DATE:*** 09/16/2003

***REVISED DATE:*** 11/28/2010

***REVISED BY:*** Hameed Pousti

***CLASS HISTORY*** 7/2007 - revision replaces the Environmental Associate.  
11/2010 - The GSD and the Distinguishing Characteristics of the spec was revised.