



Office of Human Resources
Environmental Public Health Technician III – CE3352

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General Statement of Duties

Performs specialized and advanced level work to coordinate highly complex environmental or public health work supporting initiatives, projects, and/or programs, provides specialized technical assistance to stakeholders, serves as a liaison providing expertise in compliance with legal, industry, or other standards, and may function as a team lead.

Distinguishing Characteristics

This class is part of the Environmental Public Health Technician series. This series applies technical support for initiatives within an environmental public health discipline with increasing complexity and scope at each level in the series. Other levels in this series are Environmental Public Health Technician I, who performs entry to intermediate level technical environmental or public health work supporting initiatives, projects, and/or programs, provides technical assistance to stakeholders and serves as a liaison providing support in compliance with legal, industry, or other standards. Environmental Public Health Technician II performs senior level work to coordinate environmental or public health technical work supporting initiatives, projects, and/or programs, provides technical expertise to stakeholders requiring detailed and/or specialized knowledge, and serves as a liaison providing guidance in compliance with legal, industry, or other standards. Environmental Public Health Technician Supervisor performs first line supervision over employees in an environmental public health section or unit responsible for work that coordinates complex technical activities while ensuring compliance with legal, industry, or other standards.

This class series is distinguished from other environmental public health class series: Investigators, Analysts, Administrator, and higher-level Technicians, including veterinary or forensic autopsy, which require completion of a college degree or other specialized post-high school training and may require licensure/certification. Incumbents in this class series may be responsible for performing some delegated higher-level duties, working under the oversight of higher-level positions on specific projects and programs and/or train for entry into higher level classifications in an environmental or public health series.

Essential Duties

Coordinates the planning and provides support when conducting environmental public health initiatives, programs, studies, and/or projects which may be of a confidential or politically sensitive nature. Assists with the design, organization, establishment, and evaluation of work processes to ensure delivery of program services and fulfills program objectives while reviewing existing policies, procedures, and directives and recommends revisions or additions when necessary.

Coordinates and supports complex, escalated, or sensitive customer service needs for section or unit by providing guidance, instruction, and information directly with internal and external stakeholders. Assists customers in person, electronically, and/or over the telephone which may include responding to technical questions, counseling, or providing specialized information pertaining to the section or unit.

Provides work instruction and assists employees with difficult and/or unusual assignments. Trains and provides day-to-day support and assistance to lower-level employees and assists with preparing employee training plans and materials.

Receives, processes, reviews, and responds to documentation and paperwork including forms or applications for completeness and accuracy and may approve or reject information within a defined scope following department policies, procedures, and applicable laws and regulations. Reviews and approves work prepared by lower-level employees. Utilizes databases to collect, track, and audit paperwork.

Collects and receipts payments within section or unit adhering to cash handling policies, procedures, and best practice standards and prepares paperwork for department accounting.

Implements, coordinates, and assists with tasks over essential elements of a functional area, coordinates staff, resources, and assists in coordinating efforts to achieve objectives and compliance. Identifies and recommends improvements or solutions to problems and non-compliance for further action within a range of specified, acceptable, and/or standard alternatives and technical practices.

Provides support for studies, surveys, and projects in support of programmatic or operational priorities and collects pertinent information for review. Researches and prepares reports and summarizes or compiles data. Verifies information and prepares recommendations to management.

Coordinates developing and communicating operational practices, issues, and procedures. Coordinates and maintains relationships with internal and external stakeholders. Responds to inquiries from stakeholders, resolves potential problems and addresses pertinent issues.

Ensures work unit policies, procedures and activities comply with applicable federal/state statutes, regulations policies, and other guidelines. Provides expertise within section or unit and assists lower-level employees with complex problems. Trains and assists other staff in adapting to new policies and practices, modifications and/or other solutions. Interprets, communicates, and implements agency policy and procedural changes.

By position, assists and trains under higher level investigators or analysts supporting environmental public health projects with routine data collection, sampling, laboratory procedures and equipment, monitoring projects, cleaning, and basic laboratory maintenance which may include fieldwork.

By position, provides the basic daily needs of animals in the animal shelter, including cleaning, feeding, and daily physical health. Performs simple medical procedures, tests, animal handling, and provides support to the veterinary staff including administering vaccinations, microchips, assists with and performs the animal euthanasia process and assists higher level staff with more complex animal care duties.

Observes all common safety practices associated with the work assignment.

Actively participates on the Department's emergency preparedness and response team(s) to support meeting the Department's public health and environmental responsibilities outlined in the City's Emergency Operations Plan.

By position, may be required to be on-call to address emergent needs.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

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.

Competencies

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

Customer Service - Works with customers to assess needs, provides assistance, resolves problems, and satisfies expectations, knows products and services, and is committed to providing quality products and services.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

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

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of safety hazards and necessary safety precautions and establishes a safe working environment.

Level of Supervision Exercised

By position, performs lead work.

Education Requirement

Graduation from high school or possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Three (3) years of experience performing technical or administrative work assisting in an environmental public health program as related to the assignment.

Education and Experience Equivalency

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

Licensure and/or Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Potential exposure to housekeeping/cleaning agents/chemicals.

Potential exposure to toxic chemicals.

Potential exposure to chemical and specimen odor.

Potential exposure 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.

Potential exposure to extremes of heat and cold in all weather conditions.

Potential exposure to odors in animal areas.

Extreme Cold: Temperature cold enough to cause marked bodily discomfort.

Handles emergency or crisis situations.

Occasional pressure due to multiple calls and inquiries.

Works in proximity to cavity dwelling mammals and stinging insects.

Handles absentee replacement on short notice.

Level of Physical Demand

2-Light (10-20 lbs.)

By position, 4-Heavy (50-100 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Balancing: Maintaining equilibrium.

Bending/Twisting: Bending, twisting, or positioning oneself to aid in the rescue capture of animals.

Carrying: Transporting or moving an object.

Climbing/Balancing: Ascending walls, fences, and other obstacles and maintaining equilibrium.

Climbing: Ascending or descending an object or ladder.

Crawling: Moving close to the ground in a tight, cramped space to rescue, trap, or capture animals.

Crouching: Positioning body downward and forward.

Endurance: Ability to restrain animals for a substantial period of time.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.

Fine Dexterity: Sufficient coordination to operate a vehicle and manipulate objects.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing/Talking: Perceiving and comprehending the nature and direction of sounds/ability to communicate ideas.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Kneeling/Crouching: Ability to locate and capture animals from a lowered position.

Kneeling: Assuming a lowered position.

Lifting/Carrying: By position, move live and dead animals up to 100 pounds.

Lifting: By position, moving objects weighing no more than 100 pounds from one level to another.

Lifting: Moving objects weighing no more than 20 pounds from one level to another.

Neck Flexion: Perceiving objects located above or below.

Oral Comprehension: Ability to discern the meaning of oral speech.

Pushing/Pulling: Transport and control traps and cages, animal foods, equipment.

Reaching/Handling: Moving, positioning, and handling traps and cages, animal foods, equipment.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Running: Ability to quickly pursue an animal for 60 seconds.

Sitting: Remaining in a stationary position.

Standing/Walking: Moving from area to area and public contact.

Standing: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Vision: Ability to perceive animal behavior, comprehend signs, and detect color.

Walking: Ability to move or traverse from one location to another.

Background Check Requirement

Criminal Check

Employment Verification

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: NE-13

FLSA Code: N

Established Date: 11/27/2022

Established By: BM

Revised Date:

Revised By:

Class History: This is a new class.