

Job Class Profile: **Environmental Health Specialist (Trainee)****Pay Level:****CG-28****Point Band:****578-621**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	4	3	4	3	2	2	1	5	
Points	233	67	19	19	90	43	41	21	54	587

JOB SUMMARY

The Environmental Health Specialist (Trainee) performs entry level inspections and investigations as a component of the Certified Public Health Inspector (Canada) certification process, under the guidance of a designated mentor inspector.

List and Brief Description of Specific Duties

- Reads and applies appropriate legislation and policies for which Environmental Health Officers are responsible for implementing.
- Accompanies Environmental Health Officers on various inspections including food establishments, swimming pools, child care facilities, personal care homes, on-site sewage disposal systems, etc to observe proper procedure and methodology in inspections.
- Completes reports and documentation required for the certification process to be a Certified Canadian Public Health Inspector.
- Conducts routine risk and complaint inspections of low, medium, and high risk food establishments.
- Conducts educational sessions including food handler training.
- Conducts inspections of Class A, B, and C swimming pools and collects water samples for monitoring of drinking water systems. Submits samples to the Public Health Laboratory.
- Conducts routine and complaint inspections of personal care homes, group and family child care facilities, recreational parks, and retreat camps.
- Conducts communicable disease investigations and associated inspections.
- Conducts plan reviews for on-site sewage disposal systems and interim and backfill inspections.
- Completes office related activities including receiving complaints, notifying the public of unsatisfactory water results, and providing information on well disinfection.
- Completes Tobacco Activity Report inspections.
- Attends meetings as required by the Environmental Health Officers.
- Attends educational sessions.

SKILL**Knowledge**

General and Specific Knowledge:

- Knowledge of a broad spectrum of fields including water, food, waste/sewage disposal, communicable disease, and public safety.

Formal Education and/or Certification(s):

- Minimum: Bachelor of Public Health Degree

Years of Experience:

- Minimum: None

Competencies:

- Ability to follow instructions from mentor inspector and manager.
- Ability to complete inspections and associated reports as prescribed by applicable policies and legislation.
- Conduct water sampling, temperature measurements, and various measurements using appropriate techniques.
- Apply adequate time management to complete activities and inspections.
- Ability to integrate knowledge acquired through Bachelor of Public Health Degree into a practical setting.
- Report writing, research, communication, computer, and analytical skills.

Interpersonal Skills

- A range of interpersonal skills include listening to information from others, asking questions to get information, providing routine and complex information to others, dealing with angry or upset people, and providing expert advice to others.
- Communication occurs with co-workers, mentor inspector, employees and managers within the immediate work area, owners, managers and operators of establishments. Examples of interpersonal/communication skills: Listening to information, asking questions, providing direction, and dealing with upset people are a routine part of conducting inspections. Listening to information and asking questions is also an important component of learning the requirements of the position and gaining experience. Must also negotiate compliance times with operators.
- The three most significant contacts are with (1) the mentor inspector, (2) employees and manager within the immediate work area, (3) and owners, managers, and operators of establishments being inspected.

EFFORT**Physical Effort**

- The demands of the job occasionally result in fatigue requiring periods of rest.
- Regularly required to lift objects up to 25 lbs (i.e. concrete lids off septic tanks or distribution boxes).
- Occasional climbing required for activities such as subdivision walkovers, on-site sewage disposal inspections, and climbing over uneven and treed sites.
- Regular fine finger precision work (use of a computer for letters and inspection reports), sitting, standing, walking, driving, bending, kneeling, and stretching while conducting inspections.

Concentration

- **Visual** concentration is constantly required in the use of a computer when typing or reading documents, reading paper documents, viewing equipment screens such as water testing apparatus or moisture meters, discerning color changes for testing of pool water or test strips in disinfectant, and for visual inspections which require attentiveness to surrounding to determine compliance or non-compliance.
- **Auditory** concentration constantly occurs in the inspection of industrial settings such as factories, processing plants, job sites with heavy equipment, or other sites which require hearing protection and strain to converse with co-workers or staff on the premises.
- Other sensory demands such as touch are regularly used during inspections to verify the smoothness of surfaces or to determine safety and suitability (i.e. handrails at a pool or structures at a playground).
- **Higher than normal levels of attentiveness or alertness** to the health and safety of others occurs when driving in varying weather conditions, assessing the conditions of premises, walking on unstable ground during inspections, and in the verification of complaint conditions such as rodent infestation or improper sewage disposal.
- **Time pressures and deadlines** are in place for the completion of certification reports and the submission of application for certification. Time limits are in place to submit water samples, to resample water sources after receiving unsatisfactory results, and when hazardous situations are encountered in the field which must be dealt with immediately. Emergency situations must be dealt with in a timely manner to minimize interruption of premises.
- **Lack of control over the work pace** can occur as the schedule is often dictated by the activities of the mentor inspector and often priorities must shift due to emergencies.
- **Exact results and precision** are required in the interpretation of water results for natural swimming areas (i.e. determining the geometric mean of water sampling), in the use of thermometers to determine compliance or non-compliance with required temperature parameters, and the use of testing equipment for analysis of drinking water and swimming pool water.

Complexity

- Tasks and activities are different but related.
- Challenges, problems and issues are normally well defined with obvious solutions, or may be resolved by following procedures and guidelines and working with defined and standard work processes.
- A typical challenge is confrontation during an inspection where a staff member or contact disagrees with a judgement, decision, or noted infraction. This occurs often and may be compounded when the staff member or contact realizes they are dealing with an Environmental Health Specialist (Trainee).
- When addressing typical challenges, problems, or issues, may reference various acts including the Health and Community Services Act, Communicable Disease Act, Food and Drug Act, Smoke Free Environment Act, Tobacco Control Act, various internal policies or seek clarification or guidance from the mentor inspector or manager.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are moderately prescribed and controlled.
- The requirements for the practicum are set out by the Canadian Institute of Public Health Inspectors. The extent of training and exposure is dictated by the work completed and assigned by the mentor inspector and manager.
- Policies are interpreted on a regular basis through routine inspections and incidence response. Supervisory approval is required for all other activities.
- Discretion is exercised in conducting routine inspections and when responding to or investigating complaints.

Impact

- Work tasks and activities impact the immediate work area and group as well as health and safety and facilities. The completion of tasks minimizes co-workers workload and contributes to statistical analysis of required activities within the department.
- Errors in evaluation and control of non-compliance of various factors may pose a public health risk. Mistakes or errors made in completing work for colleagues may directly impact them and the department by increasing their workload to correct a mistake. An error in information provided by the Trainee in educational sessions could pose a risk to public health.
- Errors are generally corrected at the time of their occurrence or shortly thereafter as noted by the mentor inspector during training, or afterwards based on consultation with the mentor inspector or manager.

Development and Leadership of Others

- There is no supervision of staff.

WORKING CONDITIONS

Environmental Working Conditions

- There is a requirement to wear safety glasses, steel toe/non-slip footwear, hearing protection, and lab coat or coveralls.
- There is a moderate likelihood of minor cuts/bruises/minor illnesses; limited likelihood of injury resulting in partial or total disability.
- Regular exposure to unusual/distracting noise, dirt/dust/filth/garbage, odours, lack of privacy, travel, and communicable disease.
- Occasional exposure to glare, fumes, limited ventilation and lighting, vibration, chemicals, dangerous heights or depths, wet or slippery surfaces, awkward or confining workspaces, bodily fluids, temperature extremes, physical dangers or threats, heavy machinery, sharp objects, and adverse weather conditions.
- Examples of exposure to environmental working conditions: Dirt/dust/garbage are encountered on routine inspections of various premises or on-site sewage disposal systems; machinery in food premises or equipment used for the installation of on-site sewage systems; travel to and from inspection sites in inclement weather; exposure to communicable diseases may occur during routine inspection of premises or complaint investigation and may include exposure to food borne illnesses, respiratory illnesses, bed bugs, etc.

