

Jurisdiction: Oneida County
Jurisdictional Class: Competitive
Adopted: 06/22/00

ENVIRONMENTAL HEALTH INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is an inspection position responsible for assisting in carrying out the various elements of a prevention and control program in the Public Health Department. Incumbents are responsible for making inspections, follow up after initial codes inspections and carrying out specialized phases of this program in accordance with Local and State Sanitary Code, Fire and Building Code requirements. The work is performed under general supervision of a higher level technical or professional employee, who reviews reports and provides advisory assistance as necessary, with leeway given to perform duties and responsibilities. Supervision over the work of others is not usually a responsibility of employees in this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Makes inspections of buildings to note conditions affecting health and safety;
Performs routine and follow-up building inspections of sanitary and safety conditions;
Performs routine and follow-up inspections of public health nuisances such as mosquito and fly breeding places, rodent harborages, and related matters and advises local officials of corrective measures;
Inspects dwellings for fire safety requirements, structural requirements, plumbing facilities, heating equipment, air conditioning and mechanical ventilation;
Investigates complaints and prepares reports of inspections made and violations found;
Makes appropriate referrals or contact with other city, county, or state departments or agencies;
Advises homeowners and local officials on methods and procedures relating to insect and rodent control;
May collect and deliver various specimens to State laboratories for analysis;
Maintains informative relationships with other governmental agencies;
Maintains continuing contact with property owners regarding violations and redemption methods;
Encourages property owners to improve and rehabilitate their property;
Maintains records and issues reports on inspections made;
Keeps superiors apprised of ongoing activities and potential problems or hazards that may exist;
Gives testimony in applicable court or hearings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of basic principles and practices related to environmental health inspection techniques; good knowledge of applicable provisions for the State and Local Sanitary Codes in relation to environmental health inspections; working knowledge of the impact of Fire and Building Codes to environmental health; working knowledge of general science principles; ability to understand and interpret written materials; ability to prepare complex written reports; ability to develop effective working relationships and deal diplomatically with the public and other work contacts; ability to maintain accurate records; ability to climb stairs and enter small spaces; ability inspect buildings for environmental hazards; integrity and good judgement.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate Degree which must include a minimum of twelve (12) semester credit hours in the physical and biological sciences **AND** one (1) year experience in building inspections; **OR**
- (B) Satisfactory completion of sixty (60) credit hours at a regionally accredited or New York State registered college or university which must include a minimum of twelve (12) semester credit hours in the physical and biological sciences **AND** two (2) years experience in building inspections.

NOTE: The Physical or Biological Sciences include courses such as biology, microbiology, botany, zoology, general inorganic chemistry, qualitative and quantitative analyses, biochemistry, organic chemistry, geology and physics. Ecology may also be accepted towards credit hours.

NOTE: Four (4) semester credit hours from a regionally accredited or New York State registered college in Civil or Environmental Engineering may be substituted for four (4) semester credit hours in the Physical or Biological Sciences.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENTS: Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.