



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE: Environmental Health Technician **LAST UPDATED:** 12/11/2015
DEPARTMENT: Development Services **JOB CLASS:**
REPORTS TO: Environmental Health Supervisor **FLSA DESIGNATION:** Non-Exempt

Summary: Under the direction of the Environmental Health Supervisor, the Environmental Health Technician performs a variety of tasks in support of the Health & Food Safety Division of Development Services. The Environmental Health Technician provides service to the public by responding to communications, inquiries, complaints and supports Health & Food Safety staff answering all forms of incoming communication. Assists all Health & Food Safety staff in explaining health and pool ordinances and associated state and federal standards; reviews residential swimming pool and spa, submittals; and, performs other duties, including but not limited to, implementation of the vector control program, complaint investigations and follow-up, and educational outreach activities. Perform other related work as required.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Assists in plan and specification reviews of residential swimming pools and spas.
- Assists walk in customers by supporting staff with all incoming questions; guiding through inter and external processes or directing to appropriate field staff.
- Relays technical assistance to architects, engineers, developers, contractors and business owners on health and safety codes and ordinance requirements.
- Documents, inputs and coordinates all incoming and outgoing paperwork such as applications, supporting documents, written correspondences and complaints.
- Performs larviciding and mechanical spraying as needed to reduce mosquito populations.
- Conducts inspections to identify standing water sites and other areas conducive to mosquito breeding and vector harboring; working toward source reduction by mechanical alteration, education, and possibly by other means as directed.
- Investigates vector related complaints.
- Maintains spreadsheets, call logs, keeping thorough notes.
- Prepares, processes, and issues Health and pool construction and operations permits and notices.
- Maintains and updates health inspection databases.

Other Important Duties:

- May be required to work some evenings and weekends.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of Federal, State and City health and safety laws, codes, and ordinances.
- Knowledge of computers and related equipment, hardware and software for maintaining and tracking of vector control activities and all incoming correspondences..
- Knowledge of City policies and procedures.
- Skill in effective oral and written communications.

- Skill in conducting inspections related to standing water sites and other areas conducive to mosquito breeding and vector harboring.
- Skill in implementing section procedures and objectives.
- Skill in resolving customer complaints and concerns.
- Ability to communicate courteously and effectively with other city employees, officials, and the public, in writing, in person, and by telephone.
- Ability to read and follow basic instructions and to work independently.

Preferred Education, Experience, and Certifications:

- High School Diploma or GED **and** two (2) years' vector control experience **or** equivalent combination of education and experience.
- Must contain Pest Control/Vector Control license from the Texas Department of Agriculture within six (6) months after date of hire.
- Preference given to individuals who are able to speak Spanish and English fluently.
- Must pass a pre-employment drug screen, physical agility, criminal background and MVR check.
- Must possess valid State of Texas Driver's License.

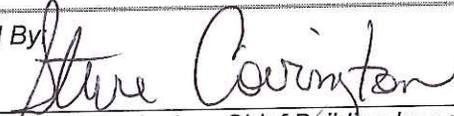
Environmental Factors and Conditions/Physical Requirements:

- Work is performed in office and field environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be exposed to insecticides, vectors and hazardous chemicals.
- May be exposed to hostile or angry citizens or business owners.
- May be subject to bending, reaching, kneeling, or walking over rough unstable terrain such as when measuring dimensions on a construction site and performing site inspections.
- Must be able to lift up to 50 pounds.
- Must be able to read and follow instruction on chemical labels; make simple mathematical calculations; work independently while performing job duties in the field.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, ruler, scale, department vehicle and vector control equipment and tools.

Approved By


 Steve Covington, Chief Building Inspector

1-14-16

Date


 Shannon Allyn, HR Generalist

01/14/2016

Date