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Job Specification

REGISTERED ENVIRONMENTAL HEALTH SPECIALIST TRAINEE, PUBLIC HEALTH

DEFINITION:

As part of a training program, assists Registered Environmental Health Specialists in conducting sanitary, environmental, and public health inspections; does related work as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

As trainee and productive worker:

Learns to inspect homes and retail food establishments noting violations of sanitary and health laws.

Learns to investigate nuisances and violations relevant to sanitary, environmental and public health laws, rules and ordinances.

Maintains records and files.

Learns to perform other duties or special projects as required or as assigned.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree which must include a minimum of 32 credit hours in any combination of biology, chemistry, physics, public health with a concentration in environmental health, mathematics and/or environmental science courses. Only up to six (6) of the 32 credits may be in college-level mathematics. At least one of the courses must be a laboratory course in biology, chemistry, physics, or the environmental sciences.

LICENSE:

NOTE: Appointees are required to obtain a valid license as a Registered Environmental Health Specialist issued by the New Jersey Department of Health and Senior Services prior to appointment to the primary title of Registered Environmental Health Specialist.

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES

Knowledge of major communicable diseases and the methods

of their transmission in the environment.

Knowledge of principles of the biological, chemical, physical, and environmental sciences and their application to controlling the environment.

Ability to assess environmental health risks to and influences on humans and the environment.

Ability to think logically and apply technical knowledge when making inspections.

Ability to establish facts and draw conclusions based on information collected.

Ability to establish and maintain cooperative working relationships with coworkers and others involved in the work of the unit.

Ability to prepare clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Ability to establish and maintain essential records, files, reference material, and equipment.

Ability to effectively communicate, both orally and in writing.

Ability to analyze, comprehend, interpret and apply the rules, regulations, policies, procedures, standards, and methods of the State Department of Health and Senior Services and the laws of the State of New Jersey relating to environmental sanitation and inspection to specific cases in accord with established procedures.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

ADVANCEMENT

Applicants who successfully complete the required twelve (12) month training program will be eligible for advancement to the title of Registered Environmental Health Specialist, Public Health, in accordance with Department of Personnel procedures.

The inability of an employee in this title to attain a level of performance warranting advancement to the title listed above shall be considered as cause for separation.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
03101		L		N	N/A	00		-

This job specification is for **local** government use only.

Salary range is only applicable to state government.

Local salaries are established by individual local jurisdictions.

2/14/2009

