



A Tradition of Stewardship
A Commitment to Service

COUNTY OF NAPA
Human Resources
1195 Third Street, Suite 110
Napa, CA 94559
707-253-4303

<http://www.napacountycareers.com>

INVITES APPLICATIONS FOR THE POSITION OF:

Senior Environmental Health Specialist - Solid Waste

An Equal Opportunity Employer

SALARY

\$39.63 - \$47.55 Hourly \$3,170.40 - \$3,804.00 Biweekly \$6,869.20 - \$8,242.00 Monthly \$82,430.40 - \$98,904.00 Annually

OPENING DATE: 04/19/19

CLOSING DATE: 05/06/19

JOB TYPE: Full Time

Job Category: Environmental Services

DEPARTMENT: Planning, Building & Environmental Services

LOCATION: County Administration - 1195 Third Street, Napa

THE NAPA VALLEY

PLEASE READ THIS BULLETIN IN ITS ENTIRETY

The **Napa Valley**, internationally known for its fine wines, exciting restaurants and world-class resorts, is home to 140,000 residents who share a strong sense of community and a legacy of preserving and protecting our rich agricultural heritage.

Located in the heart of California's preeminent wine region, the Napa Valley is also part of the dynamic San Francisco Bay Metropolitan Area. With its sunny Mediterranean climate and proximity to the mountains and ocean, the Valley offers residents easy access to virtually unlimited shopping, dining, cultural and recreational opportunities.

The Napa Valley's strategic location, natural and cultural resources, history of responsible land use planning and attractive quality of life provide the ideal mix of small town living and big city amenities.

COUNTY OF NAPA AS AN EMPLOYER

The County of Napa is a highly respected employer within the local community as well as throughout the region. We offer rewarding and challenging work, flexible hours, competitive salaries, a comprehensive benefits package and tremendous opportunities for career growth. At the County of Napa we truly value our employees and are committed to diversity in our family-oriented environment. This is why we are the Employer of Choice for more than 1,400 employees.

As an organization, the County is dedicated to improving the lives of our citizens and reflecting the best of the community's values: Respect, Accountability, Dedication, Integrity and Innovation.

THE POSITION

This is the advanced journeyman level class in the Environmental Health Specialist series. The position in this class performs the more difficult and complex environmental health and safety assignments on a regular and continuing basis, specifically as a member of the Solid Waste Team. The responsibilities and programs of the Solid Waste Team include: the Local Enforcement Agency including the regulation of Landfills, Transfer Processing, and Composting Facilities; Medical Waste program, Body Art program, and Waste Tire Enforcement Grant.

The list established by this recruitment will be used to fill current and future full-time positions.

Recruitment Process:

1. Applications are due by 5:00 P.M. on Monday, May 6, 2019.
2. A minimum qualifications screening and scoring of the Supplemental Questions will tentatively take place the week of May 6, 2019.
3. Those scoring high enough on the Supplemental Questions Review will be invited to participate in Oral Panel Interviews, tentatively scheduled for May 27, 2019.
4. Only the most qualified candidates from the interview process will be placed on the eligibility list and may be considered to fill full-time Senior Environmental Health Specialist positions for up to one year.

The Human Resources Department reserves the right to make changes to the recruitment process and schedule at any time.

EXAMPLE OF DUTIES *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Perform the more complex and specialized work in the regulation and enforcement of environmental health and safety laws, rules and regulations, perform inspections and review plans within specialization to determine compliance with state and local laws and regulations governing environmental health and safety; recommend changes, and give instructions for correction of violations and deficiencies identified, assist the Environmental Health Supervisor in program planning and implementation, including appraising the effectiveness of departmental

programs; making recommendations and drafting policies, procedures and regulations related to specific programs, then implement as directed; coordinate activities with other agencies and groups; inform interested parties of recent developments in the specific program assigned; interpret rules, regulations and policy matters; assist assigned staff with difficult or unusual work problems; participate in local and statewide technical committees related to specific programs, as assigned; investigate complaints of violations of specialized or general environmental regulations; prepare reports of investigations with recommendation to correct deficiencies; attend a variety of meetings, technical conferences and hearings to represent the department. Present information to staff and the public; develop and provide educational programs, materials and presentations on environmental health programs; may provide lead supervision to other staff, which may include assigning, scheduling and prioritizing work; provide training to staff; organize training programs; research, plan and present staff training on programs; prepare a variety of reports and correspondence; maintain records and proper documentation on assigned activities,

Develop and maintain fluency of required reporting and document storage databases; prepare and present cases for hearings; appear as a witness at hearings and/or Court proceedings as related to all areas of environmental health and safety; serve in a lead capacity for project and programs; issue demand service and annual operating permits; permit and inspect facilities for compliance with the medical waste and body art programs; management of the waste tire enforcement grant program, including grant application process, grant review reports, inspection and enforcement; permit & inspect facilities for compliance with solid waste regulations, including but not limited to landfills, composting, transfer operations, chipping and grinding, and closed/illegal abandoned sites; review solid waste facility and closure permit applications for completeness and conformance with state and local regulations; issue solid waste facility permit; perform related duties as assigned.

QUALIFICATIONS

KNOWLEDGE OF:

Principles and practices of environmental health and safety inspection, regulation and enforcement.

Federal, state and local regulations pertaining to Environmental Health, and Hazardous Materials and Wastes Control.

Effective methods for providing public information and improving public relations.
Proper and efficient record keeping procedures and office operations.

Statistical methods, survey techniques and analysis.

Techniques required to gather, evaluate, and communicate information.

Standard computer programs, databases and electronic document storage programs.

Principles of supervision and training.

Regulations governing medical waste and body art programs

Regulations governing the permitting of solid waste facilities, including but not limited to landfills, composting, transfer operations, chipping and grinding, and closed/illegal/abandoned

sites.

Grant agreement and regulation requirements of the waste tire enforcement grant program
Regulations governing solid waste hauler vehicles.

Inspection and enforcement processes for effective oversight of facilities, operations, business.

SKILL TO:

Understand, interpret and apply laws and regulations.

Gather and analyze data, and draw sound conclusions.

Conduct inspections and investigations using the proper tools and personal protective equipment.

Identify potential problems or violations and take corrective action to eliminate them.

Operate testing, sampling, and monitoring equipment.

Review plans and architectural drawings.

Review detailed reports and environmental documents.

Prepare clear, comprehensive, and concise correspondence and reports.

ABILITY TO:

Analyze situations accurately and take effective action, by inspecting, investigating and evaluating findings to prepare sound recommendations for the elimination and control of environmental hazards.

Analyze, interpret, explain and apply federal, state and local laws, rules, regulations, policies and procedures.

Make presentations before large and small groups of people.

Communicate effectively both verbally and in writing.

Plan, schedule, prioritize and assign work.

Train staff.

Work cooperatively with the public, other departments and outside agencies.

Work independently with a minimum of supervision.

Establish and maintain cooperative working relationships with others.

Collect samples correctly and interpret laboratory analysis.

Handle difficult public contact situations and negotiate compliance points.

Stand or walk for extended periods of time, stoop, crouch, crawl and lift and/or move materials of moderate weight (20-40 lbs.).

Use a tablet computer to conduct inspections.

Provide limited supervision to subordinate staff.

Experience and Education

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years of increasingly responsible experience in the field of environmental health regulation and enforcement. (Possession of a master's degree in Public Health, Environmental Health or other basic sciences may be substituted for one year of the required experience.)

Education:

Equivalent to graduation from an accredited college or university with a Bachelor's degree in the biological or physical sciences.

License or Certificate:

Possession of valid certificate as a Registered Environmental Health Specialist issued by the California Department of Public Health.

Possession of a valid Class C California Driver's license.

ADA Accommodation:

Applicants requiring accommodation during the application and/or selection process pursuant to the Americans with Disabilities (ADA) Act should contact County of Napa Human Resources at (707) 253-4303.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.napacountycareers.com>

OR

1195 Third Street, Suite 110,
Napa, CA 94559

EXAM #00088
SENIOR ENVIRONMENTAL HEALTH SPECIALIST - SOLID
WASTE
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Senior Environmental Health Specialist - Solid Waste Supplemental Questionnaire

- * 1. Instructions for Supplemental Application Questions. The following questions comprise one of the steps in the selection process for this position and are intended to assist you in presenting your qualifications. Only the information you provide in your answers to these questions will be evaluated and scored to determine the best qualified candidates to continue in the selection process for this position. Please be complete and specific in answering the questions as your score will be based on this information. Applications submitted without responses to the supplemental questions will not be evaluated.

Although your experience and education should relate back to your application, your application and or resume will not be reviewed when scoring the supplemental questions. Therefore, please be as detailed as possible in your responses to the supplemental questions. I have read and understand the instructions presented above.

Yes No

- * 2. This position requires a current and valid certificate of Registration as an Environmental Health Specialist (REHS) issued by the State of California, Department of Public Health. Applicants who do not possess this will not be considered further. Do you have a current and valid REHS?

Yes No

- * 3. If you answered yes to the question above, please provide us with your REHS number for verification. If you do not have a REHS number, please indicate N/A.

- * 4. Do you have at least two years of increasingly responsible experience in the field of environmental health regulation and enforcement?

Yes No

- * 5. If you answered yes to the question above, please describe the two or more years of increasingly responsible experience in the field of environmental health regulation and enforcement which you feel qualifies you for this position. If you have experience in the regulation of solid waste, medical waste, body art and/or waste tire enforcement please specify. Include in your answer your relevant job titles, employers, dates, and duties. Please provide specific examples of increasing responsibility in your duties. If you do not have this experience please indicate N/A.

- * Required Question