



## HAYS COUNTY JOB POSTING

<b>Job Title</b>	Environmental Health Specialist I	<b>Job Number</b>	657-0235-050322
<b>Department Head</b>	Director of Development Services	<b>Date Open</b>	May 3, 2022
<b>Salary Range Minimum</b>	\$3,314.99 - \$4,972.54 Monthly – Dependent on Experience	<b>Application Deadline</b>	Until Filled

**In order to be considered for employment with Hays County submit the following documents:**

- Hays County Employment Application • Cover Letter • Resume • Official/Unofficial Transcript

**Find Hays County Employment Applications at:**

- Hays County website – [www.hayscountytexas.com](http://www.hayscountytexas.com) • Pre-printed forms at the Hays County Human Resources department
- Request PDF forms from [amanda.cowan@co.hays.tx.us](mailto:amanda.cowan@co.hays.tx.us) via email

**You may submit your application documents in any of the following ways:**

- Hand-deliver to 712 South Stagecoach Trail, Suite 1063, San Marcos, TX 78666 • Fax: 512-393-2227 • Email: [amanda.cowan@co.hays.tx.us](mailto:amanda.cowan@co.hays.tx.us)

### Education and/or Experience

- Bachelor's degree, with at least 30 hours of basic or applied science, in the area of environmental health or related field, and two years' experience in environmental health or related field, or any equivalent combination of experience and training.

### Other Qualifications, Certificates, Licenses, Registrations

- Pass the exam to become a Professional Registered Sanitarian with the Texas Department of Licensing and Regulation within 12 months of employment and become a Registered Sanitarian within 2 years.
- Designated Representative with the Texas Commission on Environmental Quality within 4 months of employment.
- Texas driver's license.
- Licensed Site Evaluator with The Texas Commission on Environmental Quality within 12 months of employment.
- Prefer previous experience with food establishment or environmental compliance inspections.
- Class C Texas Driver's License.

### Responsibilities

- Conducts site evaluations/inspections of property to assure that development complies with federal, state and local regulations regarding on-site sewage systems, subdivision guidelines, storm water management regulations, food preparation sanitation guidelines, and junkyard regulations.
- Conducts field inspections and interacts and communicates with citizens, property and business owners, and contractors to resolve questions and/or problems.
- Conducts research electronically from all work sites.
- Is assigned special projects or tasks that require above average knowledge of rules and procedures. Assists Development Services Director in developing procedures that result in more effective operation of the department.
- Plans and conducts surveillance and control activities for vector borne disease.
- Reviews development planning materials; reads and interprets construction plans, erosion control sheets, site/location maps, Storm Water Pollution Prevention Plans (SWPPPs), Edwards Aquifer Protection Plans, and technical reports to assure that development/construction complies with federal, state and local regulations regarding on-site sewage facilities, subdivision regulations, food preparation/sanitation guidelines, floodplain management regulations, and best management practices for storm water management
- Reviews planning materials for all on-site sewage facilities. Communicates with designers regarding deficiencies in planning material. Conducts inspections of County projects and facilities to meet Spill Prevention, Control and Countermeasure (SPCC) and Texas Pollutant Discharge Elimination System (TPDES) Phase II MS4 program requirements.
- Conducts site evaluations for proposed developments and other construction activities to verify existing and/or establish new construction and design requirements.
- Consults with property owners, contractors, and engineers to assist them with plan development.
- Monitors and samples surface water, ground water, soil, and in some cases foods, for possible bacterial or other environmental pollutant contamination i.e., sediment, hydrocarbons, toxins infectious diseases.
- Investigates nuisance complaints and takes appropriate actions to attain compliance.
- Issues directives and initiates enforcement actions for non-compliance with public health, floodplain, and environmental regulations.
- Performs routine and complaint driven inspections of food establishments to ensure compliance with the Hays County and Texas Food Establishment Rules.
- Performs custodial care inspections for Foster Care homes as well as annual environmental health inspections for Daycares.
- Conducts pre-opening inspection on all new food establishments.
- Trains other Environmental Health Specialists in all job duties including those related to on-site sewage facilities, food establishments, vector control and surveillance, floodplain, and departmental procedures.
- Responsible for specialized training of assigned Environmental Health Specialists.
- Assures that Environmental Health Specialists are exposed to all necessary information required to obtain all professional licenses and perform all facets of their duties.
- Guides and develops employees in the accomplishment of their duties and professional growth.
- Performs other duties as assigned that will assist in the successful completion of Department objectives and goals.

### Summary

Under limited supervision, performs a variety of public health regulation and prevention activities protecting the public health in Hays County related to on-site sewage facilities, food services, junkyards, subdivision regulations, land developments and construction sites, and flood damage prevention. Performs a variety of public health and environmental inspections to ensure compliance with environmental and development regulations within Hays County.

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

**An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.**