

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Class Code: 002235  
Grade: 23  
FLSA: N**

**ENVIRONMENTAL HEALTH SPECIALIST II**

**DEFINITION OF SERIES:**

An employee in the Environmental Health Specialist Series performs inspections and investigations of public facilities, insect and rodent problem areas or complaints, new or existing well and septic systems or air, water, noise, or hazardous waste pollution incidents or complaints on a regular basis in an assigned area of the County, or in response to requests for permit approvals.

**DISTINGUISHING CHARACTERISTICS:**

This is the journey level technical, investigative and regulatory work involving the enforcement of various codes and regulations designed to protect public health, safety, and the environment. This class is distinguished from the Environmental Health Specialist I class in that employees assigned to the Environmental Health Specialist I class serve in an entry-level capacity to assist and learn department enforcement and compliance procedures and policies. This class is distinguished from the Environmental Health Specialist III class in that Environmental Health Specialist III employees' function independently, handles more difficult and complex inspectional and code enforcement assignments, and provides specialized knowledge in a specific functional area of a major environmental health program.

**MAJOR DUTIES:**

An employee in this class performs inspections and investigations of public facilities (including insect and rodent problem areas or complaints); air, water, noise, or hazardous waste pollution incidents or complaints; or new or existing well and septic systems on a regular basis in an assigned area of the county, or in response to special requests or requests for permit approvals. Performs inspections of facilities and writes detailed reports in accordance with federal, state, and local laws and regulations. Investigates and prepares reports on complaints involving environmental health issues.

**EXAMPLES OF DUTIES: (Illustrative Only)**

All Position Assignments:

- Notifies owners/operators of code violations; advises on methods of correcting deficiencies; negotiates and prepares timetable for compliance; conducts follow-up investigations to monitor compliance.
- Maintains records of all investigations and enforcement actions. Drafts documentation for cases being referred for revocation hearings or other legal action. Issues notices of violation or summonses. Prepares cases for prosecution. Testifies in hearings and court proceedings.
- Investigates complaints; determines whether further action is required and initiates methods to resolve problems; corresponds with complainant as necessary.
- Writes reports documenting inspections, investigations, and enforcement actions, writes and signs correspondence to all concerned parties as necessary.
- Reviews current technologies. May make suggestions concerning new equipment and methods in terms of ability to meet county, state, and federal health and safety standards.
- May recommend changes in codes, regulations and administrative guides. Suggests

changes/improvements in inspection procedures.

- Identifies the need for and drafts public information materials. Meets with civic and other groups to explain public health and safety standards.
- Draws maps and sketches as necessary to document field investigation findings.
- Assist clients and the public by telephone or in person with their requests for information

Public Facilities Assignments:

- In assigned area of the County, schedules and conducts on-site inspections and investigations of construction and operating standards in facilities and institutions, such as restaurants; markets; bakeries; nursing homes; group residential homes; public and private schools (including review of immunization records for students in private schools and enforcing requirements for immunizations); tanning salons; and massage establishments and public swimming pools, for the purpose of identifying public health and safety hazards.
- Conducts on-site hazard analysis for food preparation and handling. Reviews menus and recipes to determine the critical food preparation steps and the proper methods to protect the food during these preparation steps. Evaluates layout, cleanliness, and condition of facility; observes procedures for display, storage, preparation, serving, and disposing of food. Conducts temperature monitoring of food and equipment and inspects and/or tests equipment; reviews records to insure all necessary records and certificates are maintained; takes samples of food, beverages and potable water as required. Conducts inspections of seasonal itinerant food vendors and special food service events for compliance with applicable regulations and issues licenses.
- Exercises authority to suspend operating permit and temporarily close a facility that does not meet minimum safety and health standards or presents an imminent health hazard.
- Recommends and may initiate license revocation proceedings or other enforcement action if facility continues to fail to meet minimum standards.
- Conducts and mediates informal conferences with licensee and their legal representatives to obtain additional information and review compliance agreements; negotiates with both parties to reach a voluntary settlement.
- Reviews and approves architectural drawings and equipment specifications for remodeling and initial construction of food service facilities and swimming pools. Conducts on-site compliance inspections of new facilities prior to licensing to ensure that work has been done according to approved plans and complies with codes/regulations.
- Investigates facilities and institutions alleged to be operating without a license. Determines nature of activity and recommends appropriate legal action, which may involve closing the facility.
- Evaluates adulterated food and damaged equipment due to fire, electrical or water shut-offs, sewage backups or other emergencies; exercises authority to embargo and dispose food of questionable quality. May be called after normal working hours to conduct such investigations.
- Investigates alleged food borne illnesses; interviews victims, witnesses, employees, managers or owners as necessary; takes samples of food, beverages, etc.; identifies environmental and operating factors contributing to spoilage and contamination of food and directs owners/operators to implement control measures to prevent further illness.
- Verifies compliance with life safety requirements at small group residential homes for the Department of Fire/Rescue Services as part of facility licensing.
- Investigates complaints and enforces regulations concerning smoking, entertainment and video games, and tanning and massage establishments. Participates in bioterrorism preparedness planning and operations, as requested.
- Performs related duties as required.

Vector Control Assignments:

- Receives and reviews complaints concerning insect and rodent infestations; plans and schedules work including complaint investigations, inspections to monitor compliance with county and state codes, and special projects; determines inspection priorities based on nature of complaints, other work assignments, and work plans established by supervisor.
- Conducts inspections and investigations to enforce codes related to removal and prevention of infestation of rodents, insects, and other possible disease vectors; advises citizens and business owners having infestation problems of proper methods of eradication based upon technical knowledge of control techniques.
- Ensures that rodenticides/pesticides are properly applied and that chemicals do not adversely affect the public, animals, or the environment.
- Investigates cases of chemical poisoning resulting from the use of rodenticide/pesticides; obtains chemical samples and evaluates laboratory results.
- Coordinates and administers the County's mosquito control program; assists in West Nile Virus control response.
- Instructs and provides technical guidance and expertise to employees in other organizational units regarding methods for identifying and measuring and/or correcting vector problems.
- Conducts inspections and investigations of food preparation; layout, cleanliness and condition of food service facilities; and swimming pools on a routine basis in a small area of the County or in response to citizen complaints. Reviews plans and architectural drawings for new food service facilities and swimming pools for compliance with regulations and conducts on-site compliance inspections. Reviews menus and recipes to determine critical food preparation steps and ensure protection of food at critical steps, monitors food temperature and operation of equipment, review required records and certificates, and collect food, beverage and potable water samples. Investigates food borne disease outbreaks, interviewing involved parties, obtaining and transporting samples, directing owners or managers to implement control measures. Inspects swimming pools prior to opening and during seasonal operation for compliance with local codes concerning operation and safety.
- Performs related work as required.

Pollution Control Assignments:

- Enforces laws, regulations and ordinances related to air pollution, water quality, hazardous waste, and noise control.
- Investigates complaints of noise pollution from such sources as early morning or evening construction work, musical bands, stereos, air conditioners, etc. Measures noise levels by using a sound level meter, recorder, noise analyzer, pure tone generator, amplification and related equipment. Evaluates results of testing.
- Investigates air pollution complaints including refuse fires, construction fires, stack emissions (i.e., manufacturing/industrial), incinerators, etc.; determines whether toxic materials are being burned and whether appropriate and effective pollution control methods are being used.
- Conducts air pollution source sampling, both indoor and outdoor, using sampling equipment. Responds to complaints and provides technical assistance on interior air quality issues. Conducts in-house trouble-shooting surveys.
- Investigates requests for open burning permits; checks for safety precautions, distance from other buildings, toxic materials or chemicals; issues permits when appropriate.
- Evaluates applications for Air Quality Control Construction and Operating permits for technical and regulatory requirements. Conducts inspection to ensure compliance with permit requirements and regulations. Conducts smoke evaluations as part of permit inspections or in response to complaints.

- Conducts premise audits at facilities registered or permitted for Air Quality or Hazardous Materials purposes for compliance with all laws and regulations previously mentioned. Works with facility owners/managers to establish/maintain compliance.
- Conducts water quality investigations and enforcement activities with State officials; identifies cause and effect of contamination of storm water, wells and ground water; surveys streams; conducts dye tests, takes water samples; drafts reports of findings.
- Performs monthly water quality sampling and monitoring at observation wells and stream locations at Montgomery County landfill sites, including field measurements with properly maintained and calibrated equipment. Obtains monthly water quality samples at various private domestic (potable water) wells in the vicinity of the landfill sites.
- Investigates hazardous waste disposal and spills; identifies nature and source of hazardous materials; recommends methods for proper disposal or removal of hazardous materials; coordinates such investigations with the Fire and Police Departments and other appropriate agencies.
- Maintains and calibrates equipment and instruments.
- May conduct initial investigation of complaints of radiological contamination.
- Performs related duties as related

**Well and Septic Assignments:**

- Inspects construction of new or existing primarily potable water wells or septic systems to determine compliance with County and State codes and regulations and to ensure protection of the groundwater resource.
- Conducts percolation tests and water table observations, examining plans in the field to confirm the accuracy of the plans provided and the proper location of test holes. Evaluates soil and rock conditions to determine suitability for septic system installation. Accurately records test data and observations and consolidates data for the plan review process. Conducts specialized testing and soil evaluation for innovative and alternative on-site sewage disposal systems.
- Collects and delivers well water samples for laboratory analyses, accurately recording pertinent data. Evaluates laboratory results to determine appropriate course of action (i.e., close permit, disinfect well water, install treatment device, etc.).
- May advise homeowners/sellers regarding well water quality analysis and treatment options to mitigate undesirable or unsafe water quality.
- May conduct review of record plats and building addition, single lot and subdivision plans concerning wells and septic systems. May assist customers at walk-up counter and answers questions from engineers, surveyors and the public regarding well and septic permits, percolation tests and septic system design. May design septic systems and determine placement of wells on lots, under the supervision of higher level employees. May write and revise well and septic permits for installation of systems for single family homes or commercial properties. May provide advice to landowners and developers regarding siting of percolation tests and subdivision and permit requirements.
- Responds to homes with failing septic systems. Evaluates soil, sets up and conducts percolation tests, evaluates results and writes permit for reconstruction. Works with installer to expedite reconstruction.
- Conducts sanitary survey investigations in various areas of the County to determine if groundwater contamination or sewage system failures exist. Collects data and recommends appropriate methods of abatement of health hazards determined in surveys. Interviews and advises homeowners regarding survey and problem resolution.
- Inspects well water treatment devices for proper installation and function.

- Inspects scavenger vehicles annually and as necessary to ensure safe disposal of sewage.
- Posts vacant houses with septic system failures as unfit for occupancy.
- Performs related duties as required.

**SUPERVISORY CONTROLS:**

The employee plans and carries out the work independently; only unusual situations are referred to the supervisor for assistance. Completed work may be evaluated for technical soundness, appropriateness or conformity to policy and other requirements.

**SUPERVISION EXERCISED:** Employees in this classification do not supervise other positions.

**GUIDELINES:**

Guidelines consist of federal, state, and local codes and regulations and agency policy and procedures; however, existing guides are not always applicable for unusual conditions in the field. The employee uses judgment to locate and select appropriate guides, referring significant deviations to the supervisor for assistance.

**COMPLEXITY:**

The complexity of the work is characterized by the analysis required to determine the interrelationship of construction or operation methods or procedures observed during inspections, investigations, or surveys which may have an adverse effect on the health or safety of the public and to make effective recommendations for the most practical settlement of adverse effects/practices in order to establish/maintain compliance with codes and regulations.

**SCOPE AND EFFECT:**

This work directly affects the accomplishment of the program goal of protecting public health and the environment.

**CONTACTS:**

Contacts include owners, managers, designers and builders of licensed facilities, contractors, business owners, other county, state, or federal employees and the public for the purpose of exchanging information, explaining procedures, and provide instructions to facilitate a process.

**PUBLIC SERVICE /ASSISTANCE:**

Assistance is provided on demand to the public and clients.

**HAZARDS:**

An employee may occasionally be exposed to hostile or abusive behavior from licensees or contractors.

**MINIMUM QUALIFICATIONS:**

**Education:** Graduation from an accredited college or university with a bachelor's degree in one of the physical, environmental health or biological sciences, engineering, or agriculture,

**Experience:** Two (2) years of experience performing duties comparable to the class of Environmental Health Specialist I with Montgomery County including a full range of investigative and enforcement duties or an equivalent position with broad responsibility in appropriate specialized area.

**Substitution:** An equivalent combination of education and experience may be substituted.

**Knowledge, Skills, and Abilities:**

***Basic Knowledge of:***

- Principles, practices, and concepts of environmental and/or public health.
- Applying methods and techniques of fact finding, analysis, and resolution of complex problems.
- Technical specialty related to the field of assignment may be required.
- The use of computers and applications sufficient to perform the work required of the position.

***Skill In:***

- Proper sampling techniques and in operating equipment necessary in area of specialty (i. e., water and food sampling, velometer, sound level meter (Type II or better), air sampling equipment, etc.).

***Ability to:***

- Effectively communicate and handle communications and negotiations with tact, resourcefulness, and good judgment, even in confrontational situations.
- Distinguish differences in white and black smoke plumes sufficient to obtain approved certification in plume evaluation (when position requires).
- Read architectural plans or topographic plats or plans and evaluate compliance with environmental health standards (when position requires).
- Distinguish color differences in the soil profile and use the Munsell color chart (when position requires).
- Obtain significant knowledge of the business/operating practices of the businesses/industries covered by the laws being enforced.
- Respond to urgent or emergency situations at other than normal working hours.
- Analyze and interpret data and write comprehensive reports

**Licenses, Registrations, Certifications, or Special Requirements:**

There will be no substitutions for this section.

Positions in this classification may be assigned duties which require the operation of a motor vehicle:

- Employees assigned such duties will be required to possess and maintain a motor vehicle operator's license valid Class "C" (or equivalent) from the applicant's state of residence.

Positions in this classification assigned to the Department of Permitting Services:

- Must possess and maintain a registered Environmental Health Specialist License Health Specialist In-Training Certificate, or Certificate of Eligibility issued by the Maryland State Board of Environmental Health Specialists, and in conjunction with the State law. Incumbent must maintain a current registration, which may include continuing education requirements.

Certifications

Some positions may require possession of a Certified Pest Control operator's license.

**Work Environment:**

The field environment of the work involves recurring exposure to dirt, grease, various chemicals, cold, heat and adverse weather conditions which may require the occasional use of special or protective clothing or equipment.

**Physical Demands:**

The work requires long periods of standing and/or walking, sometimes over rough or uneven surfaces; repeated bending, stooping or crouching; and some lifting of objects up to 50 pounds.

**PROBATIONARY PERIOD:**

Individuals appointed or promoted to this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

**BARGAINING STATUS:**

Positions assigned to this class are normally in the Office, Professional, and Technical (OPT) bargaining unit.

**MEDICAL PROTOCOL:**

Core II Exam. Some positions may require Core I Exam if required to have confined space entry training.

**PROMOTION POTENTIAL:**

This is the journey level of the Environmental Health Specialist series. At the discretion of the appointing authority, employees assigned to positions in this classification may be non-competitively promoted to the next higher level of the series. Appointment to Environmental Health Specialist III requires that the employee perform the full range of duties of that class and meet the minimum qualification standards for the Environmental Health Specialist III.

**CLASS SPECIFICATION HISTORY:**

**Class Established:** March 1989

**Revised:** August 1989

May 1991

**Classification Study:** June 1995 (M)

**Classification Study:** August 2002 (M)

May 2004

August 2013

October 2014

**Revised:**(format and Licenses,  
Registrations, Certifications, or Special Requirements: August 2018