

# LEDGE LIGHT HEALTH DISTRICT

## Job Description Environmental Technician I

### I. **CLASSIFICATION:**

This is a non-exempt, regular employee position. This may be a full or part-time position, dependant on the needs of the District. This is an entry-level, non-supervisory position.

### II. **PURPOSE:**

The primary responsibility of this position is to assist District Sanitarians, at the direction of the Supervisors, Land Use Activities and Regulated Facilities and Housing, with technical activities related to the Connecticut Public Health Code, Connecticut General Statutes and District Codes, Ordinances and Regulations.

### III. **SUPERVISION:**

This position reports to the Supervisor, Land Use Activities or the Supervisor, Regulated Facilities and Housing. This entry-level employee will become proficient in various techniques and procedures on the job; it is therefore expected that, from time to time, the Environmental Technician will be asked to accompany other staff members in the field and may be asked to take supervision or direction from them.

### V. **SPECIFIC RESPONSIBILITIES:** (Examples – not a comprehensive listing)

- Provides administrative support to Environmental Health and other District departments as needed.
- Provides telephone and front desk coverage as needed.
- Provides courier services as needed.
- Investigates various complaints in the jurisdiction of the District under the supervision of the Supervisors, Land Use Activities and Regulated Facilities and Housing.
- Collects water samples and inspects public beaches and public swimming pools.
- Inspects lodging establishments.
- Inspects cosmetology establishments.
- Inspects daycare facilities.
- Provides support for the District's Mosquito Control Program.
- Prepares reports of inspections and investigations and keeps such other such records as are needed and/or requested by the Director of Health or Supervisor, Environmental Health.

- Other duties as are required or requested.

**VI. Minimum Qualifications:**

- Bachelor's Degree with major studies in environmental health, science, or public health. A combination of education and experience may be considered in lieu of a four-year degree.
- Computer skills, including Microsoft Word and Excel, and email capabilities.
- Ability to relate well with all segments of the public.
- Ability to produce accurate work in a timely fashion.
- Must have a valid driver's license.

**VII. Personal Attributes:**

Ability to present ideas in an easily understood manner, to use proper judgment and tact, to work within the government structure, and to work with the staff as a team player.