

ENVIRONMENTAL HEALTH AIDE

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision and in accordance with sanitary codes, incumbents of this class perform a variety of sub-professional tasks in support of professional environmental quality or health personnel. As directed, incumbents are responsible for collecting samples, observing and verifying conditions, preparing narrative reports of findings and forwarding information to a Sanitarian or Technician for appropriate action. Supervision is not a responsibility of this class.

EXAMPLES OF WORK: (Illustrative Only)

Collects samples of air, water, soil, sewage and other materials, as directed, to be automated for examination;

Investigates complaints, as directed, by observing on-site conditions, and report findings;

Observes and records results of observations at field monitoring stations, and provides testimony of observations;

Makes simple computations in connection with the reduction, interpretation and plotting of raw data;

Prepares narrative reports of observations, completes simple checklists and standardized forms to provide a description of inspections;

Performs a variety of clerical tasks, such as filing and copying forms and reports, forwarding documents to professional staff for review and follow-up;

Conducts preliminary interviews to collect data for verification or referral.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of high school level mathematics; working knowledge of basic environmental health concepts and principles; ability to accurately compile information gathered; ability to write simple reports; ability to meet and deal with the public; tact; courtesy; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma.

SPECIAL REQUIREMENT: Possession of a valid New York State motor vehicle operators license.

West. Co.
J.C.: Competitive
HQ
1

Job Class Code: C0468
Job Group: V