

## ENVIRONMENTAL HEALTH AIDE

DISTINGUISHING FEATURES OF THE CLASS: Work involves providing support to professional environmental quality or public health personnel by performing a variety of sub-professional tasks directly related to the professional work. Responsibilities include collecting, observing and documenting samples, observing and verifying conditions, preparing narrative reports of findings and forwarding information to higher level environmental or public health professional for appropriate action. Work is performed under direct supervision, in accordance with sanitary codes. Supervision is not a responsibility of this class. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Collects samples of air, water, soil, sewage and other materials, as directed, for examination;  
Observes at field monitoring stations, records observations, and provides testimony of observations;  
Conducts preliminary interviews to collect data for verification or referral;  
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;  
Assists with investigation of complaints, as directed, by observing on-site conditions and reporting findings;  
Assists with public outreach and disease control efforts;  
Performs a variety of clerical tasks, such as filing and copying forms and reports, forwarding documents to professional staff for review and follow-up;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of mathematics; working knowledge of the natural sciences; working knowledge of basic environmental health concepts and principles; good powers of observation; ability to enter data, organize and maintain records, and prepare reports; ability to establish and maintain cooperative relationships with the public; ability to establish and maintain effective working relationships; accuracy; reliability; tact and courtesy.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a comparable diploma and two (2) years of work experience which involved use of computer applications to manage data, maintain records and/or prepare reports.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENTS:

1. Permanent appointees must complete a public health training course approved by the NYSDOH within two (2) years of appointment unless completed prior to appointment.
2. Access to transportation may be required to complete possible field work assignments in a timely and efficient manner.