

PRINCIPAL ENVIRONMENTAL HEALTH ENGINEERING AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work involving providing paraprofessional-level support to professional environmental health engineering personnel by performing a variety of tasks directly related to the professional work of one or more specialized phases of the environmental health program. Duties include assisting the public with environmental questions and complaints related to private water supplies and wastewater disposal systems, as well as carrying out field inspections of subsurface sewage disposal systems and related systems for individual lots, realty subdivisions and commercial developments, in accordance with applicable local and State codes, rules and regulations including the Public Health Law and New York State Sanitary Codes. Work is performed under general supervision of a Public Health Engineer or other engineering staff, requiring significant exercise of independent judgment in carrying out the details of the work. This class differs from Senior Environmental Health Engineering Aide by virtue of complexity of responsibilities, training required, and level of independent action. Supervision over the work of others is not a responsibility. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Performs inspections of subsurface sewage treatment system (SSTS) sites, both new constructions and repairs, to ensure adherence to approved plans;
- Reviews and checks new subsurface sewage treatment system (SSTS) construction applications for accuracy and completeness;
- Reviews and checks proposed subsurface sewage treatment system (SSTS) repair plans and permits for accuracy and completeness;
- Reports problems and issues relative to subsurface sewage treatment system (SSTS) installation, repair, construction, applications, etc., to proper personnel for appropriate action;
- Schedules field tests such as percolation and deep hole tests in accordance with requirements of local codes, rules and regulations;
- Witnesses and performs initial basic analysis of field tests such as percolation and deep hole tests, and reports to appropriate personnel;
- Produces necessary correspondence and documents to communicate with engineers and other appropriate personnel relative to proposals, plans, site inspections, field tests, and related issues;
- Performs site inspections before and after subsurface sewage treatment system (SSTS) repairs, and follows up on issues and problems with appropriate personnel;
- Investigates public health complaints, following state codes and guidelines to determine appropriate resolution of the complaint and/or problem;

Assists in conducting field inspections for Land Development Program subdivision sites to determine compliance with established standards and requirements;
Prepares various reviews and reports in conjunction with engineering inspections and evaluations;
Assists with responses to code violations, septic system failures, and non-compliance issues by producing and processing correspondence, notices of violation, etc.;
Attends Health Department hearings relative to code enforcement and violations of code requirements;
Trains and instructs new employees in specialized environmental health engineering support work;
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: Good knowledge of the principals, practices and techniques of environmental health as it relates public health protection; good knowledge of the provisions of Public Health Law and State Sanitary Code as they relate to environmental health; working knowledge of environmental health techniques and practices; ability to deal effectively with the public and to address routine public health complaints and problems; ability to prepare reports and maintain records; ability to communicate effectively both verbally and in writing; ability to establish and maintain effective working relationships; good professional judgment; tact.

MINIMUM QUALIFICATIONS: Either

- a) Associates degree in Environmental Health, Environmental Engineering or related field, and three (3) years experience in public or private sector environmental health; or
- b) Graduation from high school or possession of a comparable diploma and five (5) years experience in environmental health; or
- c) An equivalent combination of training and experience as described in a) and b) above.

SUBSTITUTION NOTE: Post-secondary level education may be substituted for one (1) year of the required experience indicated above on the basis of thirty (30) college credits per year of experience.

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 REQUIREMENT:

Access to transportation may be required to complete possible field work assignments in a timely and efficient manner.