



CITY OF APPLETON  
Creation Date: May 21, 2024

# Environmental Health Technician

Class Code:  
120-8 (CC-5)

Bargaining Unit: Non-Union Exempt

## SALARY RANGE

### NATURE OF WORK:

The Environmental Health Technician (EHT) promotes public health by conducting inspections and ensuring compliance with health and environmental regulations. The main responsibilities include inspecting Tourist Rooming Houses (TRHs) and conducting consumer protection inspections. This position does not require a Registered Sanitarian (RS) certification but plays a critical role in supporting the city's public health objectives. The incumbent works under the general direction of the Operations Supervisor – Health.

### JOB FUNCTIONS:

#### ESSENTIAL JOB FUNCTIONS (Tier 1 - Front Line and Program Support Responsibilities)

##### Domain 1: Data Analytics and Assessment Skills

- Collects and analyzes environmental health data, interprets results, and makes recommendations for corrective actions.
- Assists in the evaluation of environmental health programs and initiatives.
- Provides technical assistance and regulatory compliance advice to individuals, groups, and organizations regarding public health and environmental issues.

##### Domain 2: Policy Development and Program Planning Skills

- Assists in coordinating environmental public health activities with other agencies and jurisdictions.
- Collaborates in the development of consumer protection best management practices and regulations.
- Assists in the implementation and evaluation of long and short-range policies and programs for environmental public health in Appleton.

##### Domain 3: Communication Skills

- Delivers targeted, culturally-appropriate information to help individuals and groups understand public health policies and regulations.

#### **Domain 4: Health Equity Skills**

- Utilizes appropriate methods for interacting with individuals from diverse cultural, socioeconomic, educational, and racial backgrounds.
- Adheres to ethical principles and department policies in the collection, maintenance, use, and dissemination of data and information.

#### **Domain 5: Community Partnership Skills**

- Assists in educating the public on environmental health/consumer protection issues and the importance of public health regulations.
- Contributes to community health assessment and health improvement planning activities as needed.

#### **Domain 6: Public Health Sciences Skills**

- Conducts routine inspections of TRHs and consumer protection sites to ensure compliance with local and state public health and environmental codes, regulations, and policies.
- Provides health education and technical assistance to TRH operators and other stakeholders regarding compliance with health regulations.
- Assists in identifying health and environmental hazards in various settings, including indoor and outdoor air quality issues.
- Responds to public complaints regarding environmental health and consumer protection issues and assists in initiating corrective actions as required.
- Collects pool water and other environmental samples for laboratory analysis to ensure compliance with health standards.
- Participates in response efforts for foodborne and waterborne illness outbreaks and other public health emergencies.
- Contributes to quality improvement and performance management activities within the Health Department.

#### **Domain 7: Management and Finance Skills**

- Assists in activities that contribute to budget development and efficient use of resources.

#### **Domain 8: Leadership and Systems Thinking Skills**

- Demonstrates knowledge of applicable professional guidelines and federal and state laws and regulations.
- Adheres to Occupational Safety and Health Administration (OSHA) standards and other safety regulations during routine assignments and public health emergencies.

- Pursues ongoing professional growth and development through education and participation in professional committees and work groups.

### **OTHER JOB FUNCTIONS**

- Assists public health outbreak responses through contact tracing and data analytics, providing essential support during public health emergencies.
- Maintains regular punctual and predictable attendance.

## **REQUIREMENTS OF WORK:**

### **Education:**

Associate's Degree in Environmental Health or related field, Bachelors preferred or at least 2 years of full-time equivalent experience in the fields of environmental and public health. **Certifications:**

- National Incident Management System (NIMS)/Incident Command System (ICS) 100, 200, 700.a, and 800 certification within six (6) months of employment.

### **Licenses:**

- Possess and maintain a valid Wisconsin driver's license.

### **Knowledge, Skills, and Abilities:**

- Knowledge of public health principles and experience in applying these in the context of community health initiatives and emergency response operations.
- Knowledge of laws, ordinance and regulations governing TRH & consumer protection non licensed inspection activities.
- Knowledge of investigative rules, policies and procedures relating to program non-compliance.
- Knowledge of the legal process, collection of evidence and case documentation.
- Ability to investigate complaints and resolve them or, if necessary, initiate appropriate legal action.
- Ability to communicate effectively, both orally and in writing, with individuals within and outside the organization.
- Ability to read verbal and non-verbal cues, enhancing the assessment of stakeholder honesty and intent.
- Skilled in employing tactical communication strategies to engage effectively, elicit information, and build trust across diverse groups, ensuring transparent and productive interactions.
- Ability to prepare, maintain, and manage accurate and detailed records.
- Proficient in using computer hardware and software related to inspection processes and recordkeeping.

- Ability to prioritize work and work under limited supervision in completing job assignments.

**SUPPLEMENTAL INFORMATION:**

**JOB TASK ANALYSIS:**

**Job Analysis/Requirements**

**Job Title:** Environmental Health Technician

**Reviewed Date:** May 23, 2024

**Revised Date:**

**Physical Demands**

<b>Activity</b>	<b>N - Never</b>	<b>O - Occasionally (1-33%)</b>	<b>F - Frequently (34-66%)</b>	<b>C - Constantly (&gt;67%)</b>
Sitting				X
Walking			X	
Standing			X	
Bending		X		
Climbing (stairs)		X		
Climbing (ladders)				X
Kneeling		X		
Crouching		X		
Crawling		X		
Twisting (neck)		X		
Twisting (waist)		X		
Repetitive hand movement				X
Reaching (above shoulder)		X		
Reaching (below shoulder)				X
Repetitive foot movement			X	
Lifting				
- Light (max. 10 lbs)			X	

- Moderate (max. 25 lbs)			X	
- Heavy-moderate (max. 45 lbs)		X		
- Heavy (max. 65 lbs)	X			
Carrying				
- Light (max. 10 lbs)			X	
- Moderate (max. 25 lbs)			X	
- Heavy-moderate (max. 45 lbs)		X		
- Heavy (max. 65 lbs)	X			
Pushing/Pulling			X	
- Max. weight 25 lbs			X	
Balancing		X		
Stooping		X		
Repetitive twisting/pressure involving wrists or hands		X		

### Visual and Communication Requirements

Requirement	Yes	No
General visual concentration	X	
Specific vision abilities		
- Close vision	X	
- Distant vision	X	
- Color vision	X	
- Peripheral vision	X	
- Depth perception	X	
- Ability to adjust focus	X	
Hearing		
- Ability to hear communication clearly	X	
- Ability to distinguish basic sounds	X	
- Ability to distinguish basic colors	X	

- Ability to distinguish basic shades	X	
Speaking		
- Speak clearly in English	X	
- Speak clearly in Spanish		
- Speak clearly in Hmong		
- Speak clearly in Other		

### Working Conditions

Condition	N - Never	O - Occasionally (1-33%)	F - Frequently (34-66%)	C - Constantly (>67%)
Temperature between 90-100 degrees	X			
Temperature below 55 degrees		X		
Temperature above 100 degrees	X			
Wetness		X		
Humidity		X		
Noise				X
Vibration			X	
Fumes				X
Gases				X
Dust			X	
Mists			X	
Odors				X
Explosives		X		
Hazardous chemicals		X		
Toxic chemicals		X		
Radiation	X			
Poor ventilation		X		
Work on uneven/slippery ground		X		

Work at heights (greater than 25 feet)	X			
Operation of crane, truck, or motor vehicle				X

**Activity Level**

<b>Activity Level</b>	
Sedentary	
Light	
Light/Medium	
Medium	X
Heavy	

**Work Hours**

<b>Hours/Day</b>	<b>8</b>
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**Days/Week**

<b>Days/Week</b>	<b>5</b>
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**Overtime**

<b>Overtime</b>	<b>Occasional</b>
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**Travel**

<b>Travel</b>	<b>Yes</b>
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