

**Mecklenburg County Job Description  
Position Description  
Environmental Health Plans Examiner**

**POSITION SUMMARY**

Responsible for the review and approval of construction plans for the purpose of obtaining a building permit or State operational permit, to ensure compliance with all applicable Environmental Health rules, regulations, policy statements and design criteria of regulated establishments: restaurants and other types of retail food service establishments; institutions such as child care centers, nursing homes and hospitals; lodgings; and public swimming pools.

**ESSENTIAL FUNCTIONS**

- Reviews and analyzes engineering and architectural construction documents using an extensive knowledge of the applicable rules, regulations, policy statements as well as best practices and sanitary design principles.
- Approves or rejects documents utilizing supporting rules, regulations and policy statements.
- Evaluates specific projects for time of review and processes applications for time estimates.
- Executes final sign off and approval for construction design documents.
- Provides consultation to engineering and design professionals as well as to owners/operators of proposed projects regarding interpretation and application of rules, regulations and design criteria; analyzes and suggests methods for design modifications.
- Provides logic, consistency, clarity, and fairness in code changes, applications, and interpretations.
- Interacts with the NC Department of Health and Human Services Environmental Health State Plan Reviewer and other branch heads to review construction and design concerns which may impact other state or local regulatory agencies.

**MINIMUM QUALIFICATIONS**

**Experience:** Five years of experience in the field of Environmental Health practice.

**Education:** Education requirements are mandated by NC General Statute 90A 53(3): graduate from a baccalaureate or postgraduate degree program that is accredited by the National Environmental Health Science and Protection Accreditation Council (EHAC); or graduate from a baccalaureate or postgraduate degree program that is accredited by an accrediting organization recognized by the United States Department of Education, Council for Higher Education Accreditation (CHEA) having earned a minimum of 30 semester hours or its equivalent in the physical or biological sciences.

**Equivalent Education & Experience Accepted? Yes**

**Computer Skills:** Must be able to functionally navigate computers and utilize current plan review software.

**Licenses and Certifications** (based on the area of expertise):

- Chapter 90A of the NC General Statutes requires that an Environmental Health Specialist be registered with the NC State Board of Environmental Health Specialists Examiners as a "Registered Environmental Health Specialist". All requirements for registration, including successfully passing a comprehensive exam must be met within 3 years from date of registration or the incumbent cannot practice in this field. Requirements to be completed above the educational standard include:
  - Successful completion of Centralized Intern Training provided by the NCDHHS (NC Department of Health and Human Services);
  - Completion of 15 contact hours of Board approved continuing education annually;
  - Completion of Environmental Health Law course within five years.
- Valid North Carolina or South Carolina driver's license and be able to obtain and maintain a valid Mecklenburg County Vehicle Operator's Permit.
- State authorization in one or more of the following fields:

- Food, Lodging and Institutions (FLI)
- Child-Care and School Sanitation (CCSS)
- Public Swimming Pools (PSP)

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Environmental Health rules, regulations and design standards.
- Applied engineering/design principles concerning commercial kitchen construction and plumbing. Thorough knowledge of commercial/NSF equipment design specifications.
- Applied engineering/design principles concerning the construction of public swimming pools, wading pools and spas.

### **Skills in:**

- Expressing code interpretations, ideas and opinions clearly and concisely when communicating with engineering and design professionals as well as with owners/operators of proposed projects.
- Using computers and related software applications;
- Providing exceptional customer service;
- Performing mathematical calculations;
- Reading and interpreting building plans, blue prints, documents, ordinances, and laws;
- Conducting technical inspections;

### **Ability to:**

- Planning and Organizing – Establishing courses of action for self and others to ensure that work is completed efficiently.
- Collaboration – Working effectively and cooperatively with others; establishing and maintaining good working relationships.
- Communication – Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.
- Managing Conflict – Dealing effectively with others in an antagonistic situation; using appropriate interpersonal styles and methods to reduce tension or conflict between two or more people.

**PHYSICAL DEMANDS**

- N (Not Applicable) Activity is not applicable to this position
- O (Occasionally) Position requires this activity up to 25% of the time (up to 10 hrs/week)
- F (Frequently) Position requires this activity from 25% - 60% of the time (10 to 24 hrs/week)
- C (Constantly) Position requires this activity from 67% or more of the time (26 or more hrs/week)

<b>Physical Demands</b>		<b>Lift/Carry</b>	
Stand	O	10 lbs or less	O
Walk	O	11-20 lbs	O
Sit	C	21-50 lbs	N
Manually Manipulate	F	51-100 lbs	N
Reach Outward	O	Over 100 lbs	N
Reach Above Shoulder	O		
Climb	N	<b>Push/Pull</b>	
Crawl	N	12 lbs or less	N
Squat or Kneel	N	13-25 lbs	N
Bend	N	26-40 lbs	N
Grasp	O	41-100 lbs	N
Speak	C		
Hear	C		

**Vision Requirements**  
(check all that apply)

- Close   X
- Distance   X
- Color   X
- Peripheral   X
- Depth   X

**WORK ENVIRONMENT**

Moderate noise is typical for the work environment for this job.

**REASONABLE ACCOMMODATIONS STATEMENT**

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.