POSITION NAME: ENVIRONMENTAL HEALTH OFFICER
SECTION: PLANNING ENVIRONMENT AND HEALTH
DIRECTORATE: SUSTAINABLE DEVELOPMENT

1. REMUNERATION
   Grade 14 of the Griffith City Council Salary System

2. REPORTING STRUCTURE
   Directly responsible to:
   Environment, Health and Sustainability Coordinator

3. PURPOSE
   The Environmental Health Officer is responsible for the provision of statutory services for the protection and enhancement of community environmental and public health matters. The position is to provide effective, efficient and accountable delivery of environmental, food and public health regulatory programs. The position will include food business, regulated system, skin penetration and public pool inspections, implementation of arbovirus, immunisation and on-site sewage management programs. Inherent to this position is administration and enforcement of related legislation.

4. RELATIONSHIPS
   The following are examples of relationships that it is anticipated the position will have:

   Internal
   • Elected Representatives
   • Senior Management Team
   • Level Three Managers
   • Other departments of Council
   • Council Committees

   External
   • Business Owners
   • General Public
   • Representative Committees
   • Other Local Governments
   • NSW Food Authority
   • NSW Health
   • NSW Office of Environment and Heritage
   • Office of Local Government
   • Other State Government Agencies

5. CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES

   Policies and Procedures
   • Comply with Local Government State Award
   • Comply with Council’s Code of Conduct, Policies and Procedures at all times
- Maintain organisational confidentiality
- Comply with the requirements of Anti-Discrimination legislation, including Equal Employment Opportunity and all legislative requirements relevant to the position

**Customer and Community Relations**
- Ensure an efficient, courteous and professional service to internal and external customers at all times
- Present a positive image of Council at all times

**Work, Health and Safety**
- Ensure all work is performed in accordance with requirements of Work, Health and Safety policies, procedures and legislation
- Report all incidents, hazards and risks to the immediate supervisor
- Maintain and use personal protective and safety equipment as applicable to the role
- Actively participate in Work, Health and Safety activities

**Teamwork**
- Actively participate as a member of the relevant Council section and department
- Promote and maintain harmonious relationships in the workplace

**Record Keeping**
- Ensure accurate and timely record keeping in accordance with Council’s requirements

**Training and Development**
- Actively participate in Council’s training and development programs as required

**Continuous Improvement and Innovation**
- Promote the development of more efficient work practices

**Environment**
- Consider the protection of the environment when undertaking all Council activities

**General**
- Perform other duties as required consistent with the level of competencies of the position
- Ensure efficient and appropriate use of Council resources when carrying out work
- Accomplish tasks while working under limited / minimum supervision

6. **PRINCIPAL ACCOUNTABILITIES**
- Undertake projects and programs leading to improved environmental and public health outcomes
7. **KEY DUTIES**

The incumbent is responsible for the following tasks as and when instructed by The Environment, Health & Sustainability Coordinator:

- To ensure that all required routine inspections are carried out in accordance with relevant legislation for:
  - Food premises (including retail, mobile and temporary food premises);
  - Skin penetration premises as defined under the Public Health Act 2010;
  - Hairdresser premises;
  - Regulated Systems (cooling tower and warm water systems);
  - Mortuaries;
  - Public Swimming Pools and Spa Pools;
  - On-site sewerage Management Systems; and
  - Other Environmental and public health programs and projects.

- To ensure that all complaints are addressed in a timely manner.

- Investigate and resolve environmental and public health issues, varied in complexity, as they arise, achieving timely, high quality outcomes.

- Conduct assessments and undertake appropriate enforcement actions including the taking of evidence to deal effectively with environmental and public health issues, taking into account the situation, the significance of the matter and the legislative options.

- Assist with the provisions of Environment Health Services to neighbouring Councils with whom Griffith City Council has negotiated and contracted Resource Sharing Alliance Agreements for provision of environmental and public health services.

- Coordinate and assist with the implementation and delivery of the NSW Arbovirus Surveillance Program, the NSW Health Childhood Vaccination Schedule and Councils Staff Immunisation Program.

- Embrace, assume responsibility and drive and deliver assigned Environmental Health project initiatives addressing contemporary and arising environmental and public health issues.

- To assist with collection of data and preparation of environmental health reports.

- Provide advice, information and assistance in regard to environmental and public health matters.

- Provide specialist advice and reports relating to local government, environmental, food or public health matters associated with development or other applications and enquiries.

- To assist with the examination and evaluation of existing services and work practices to ensure objectives are being met and ongoing improvement of services and procedures.

- Provide input into policy developments, including undertaking investigations and analytical tasks and preparation of recommendations.

- Assist in the implementation of policies and strategies relating to the field of environmental health and sustainability.

- To monitor, review, and implement changes resulting from modifications to relevant State and Federal legislation and guidelines.

- Actively seek funding opportunities relating to the fields of environmental and public health and assist in the development of educational material/strategies relating to the field of environmental and public health.
• To achieve through community education and awareness, an increased understanding of environmental health issues, and communicable and non-communicable disease prevention.
• Provide assistance to the Environment, Health and Sustainability Coordinator, Public Health Officer, Environmental Planner and Planning and Environment Compliance Officer on request to promote Environmental health within the Griffith LGA.
• Perform other duties as required by the Environment, Health and Sustainability Coordinator.

8. COMPULSORY REQUIREMENTS OF THE POSITION

• The successful candidate will be required to undertake a pre-employment functional assessment and achieve a satisfactory outcome (Category 1)
• It is an inherent requirement of this position the successful candidate be immunised as one form of control in order to minimize workplace illness/disease. The following vaccinations are required Hepatitis A, Hepatitis B, MMR and Whooping Cough.

9. KEY SELECTION CRITERIA

ESSENTIAL
• A relevant tertiary qualification in environmental health or equivalent degree in a related discipline.
• Demonstrated knowledge and understanding of the application of environmental, public health and food safety legislation.
• Demonstrated knowledge, experience and competency in the delivering of environmental health functions including inspections, investigations and enforcement
• Proven consultation, negotiation and conflict resolution skills with ability to liaise effectively and professionally with both internal and external stakeholders
• Demonstrated ability to provide efficient and effective customer service skills
• Ability to work autonomously to deliver on assigned targets and to work collaboratively and contribute proactively within a team environment
• Demonstrated experience in managing workloads and competing priorities
• Highly developed written and verbal communication skills
• Flexibility to work outside of and in addition to normal working hours
• Hold a current drivers licence Class C.
• Knowledge and understanding of Equal Employment Opportunity legislation
• Knowledge and understanding of Work Health and Safety Legislation and regulations specific to the work area

DESIRABLE
• Hold a General Construction Induction Training Certificate (GIT or white card)
• Satisfactory completion of the Protection of the Environment: Authorisation Officers Course.
• Environmental Health Australia membership
• Demonstrated Local Government experience relevant to the position
i. **CRITICAL PHYSICAL FACTORS**

Described below are the critical physical factors (CPF) associated with this role. The CPF are an indication of the types of duties expected of an employee fulfilling this role. Employees and candidates should be aware that they may be required to perform tasks up to and including these CPF as an inherent requirement of their employment.

**KEY**

- **I** Infrequent: exposure to the physical factor two – three times a year on average
- **O** Occasional: exposure to the physical factor less than twice a week on average
- **F** Frequent: exposure to the physical factor 3 - 4 times a week on average
- **C** Constant: exposure to the physical factor more than 5 times a week on average
- **R** Repetitive: exposure to the physical factor multiple times in an hour
- **S** Seasonal: Activity involves seasonal variations
- **N/A** Not Applicable
- **≈** Winter
- ***** Summer

<table>
<thead>
<tr>
<th>Demands</th>
<th>Description</th>
<th>I</th>
<th>O</th>
<th>F</th>
<th>C</th>
<th>R</th>
<th>S</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physical Demands of Job Tasks</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kneeling/Squatting</td>
<td>Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leg/Foot Movement</td>
<td>Tasks involve use of the leg and or foot to operate machinery</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hand/Arm Movement</td>
<td>Tasks involve use of hands/arms - e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting.</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bending/Twisting</td>
<td>Tasks involve forward or backward bending or twisting at the waist.</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standing</td>
<td>Tasks involve standing in an upright position without moving about</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Driving</td>
<td>Tasks involve operating any motor powered vehicle</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sitting</td>
<td>Tasks involve remaining in a seated position during task performance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reaching</td>
<td>Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walking/Running</td>
<td>Tasks involve walking or running on uneven surfaces</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tasks involve walking on uneven surfaces</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tasks involve walking up and / or down slopes</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tasks involve walking whilst pushing/pulling objects</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Climbing</td>
<td>Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees, onto plant</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Demands

<table>
<thead>
<tr>
<th>Demands</th>
<th>Description</th>
<th>I</th>
<th>O</th>
<th>F</th>
<th>C</th>
<th>R</th>
<th>S</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working at heights</td>
<td>Tasks involve making use of ladders, foot stools, scaffolding, etc. anything where the person stands on an object other than the ground.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Lifting/Carrying</td>
<td>Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms for more than one hour at a time - e.g. whipper snipper.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Light lifting/carrying (0-9 Kg)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Moderate lifting/carrying (10-15 Kg)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>3. Heavy lifting/carrying (16 Kg and above)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Restraining</td>
<td>Tasks involve restraining animals / objects</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Pushing/Pulling</td>
<td>Tasks involve pushing/pulling hand powered objects away from or towards the body. Also includes striking or jerking. - e.g. hammer, hoe.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tasks involve pushing/pulling powered objects away from or towards the body. Also includes striking or jerking. - e.g. chainsaw, whipper snipper, jackhammer, drills, grinders.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Grasping</td>
<td>Tasks involve gripping, holding, clasping with fingers or hands.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Manual Dexterity</td>
<td>Tasks involve fine finger movements - i.e. keyboard operation, writing, tightening a nut.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

### Sensory Demands of Job Tasks

<table>
<thead>
<tr>
<th>Sensory Demands of Job Tasks</th>
<th>Description</th>
<th>I</th>
<th>O</th>
<th>F</th>
<th>C</th>
<th>R</th>
<th>S</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sight</td>
<td>Tasks involve use of eyes (sight) an as integral part of task performance - i.e. looking at screen/keyboard in computer operation, working in dark environment, etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Hearing</td>
<td>Tasks involve working in a noisy area - e.g. boiler room, kitchen, workshop and/or operation of noisy machinery/equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Smell</td>
<td>Tasks involve the use of the smell senses as an integral part of the task performance - e.g. working with chemicals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

### Exposure to Chemical Hazards

<table>
<thead>
<tr>
<th>Exposure to Chemical Hazards</th>
<th>Description</th>
<th>I</th>
<th>O</th>
<th>F</th>
<th>C</th>
<th>R</th>
<th>S</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dust</td>
<td>Tasks involve working with dust - e.g. sawdust</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Gases</td>
<td>Tasks involve working with gases</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Fumes</td>
<td>Tasks involve working with fumes - i.e., which may cause problems to health if inhaled.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
Demands | Description | I | O | F | C | R | S | NA
--- | --- | --- | --- | --- | --- | --- | --- | ---
Liquids | Tasks involve working with liquids which may cause skin irritations if contact is made with skin - e.g. dermatitis | X | | | | | | |

**Working Environment**

Temperature | Tasks involve working in temperature extremes and exposure to outdoor elements - e.g. working in a cool room, working outdoors, boiler room | X | | | | | | |

Confined Spaces | Tasks involve working in confined spaces which may affect individuals with claustrophobia | X | | | | | | |

ii. **AUTHORITY TO ACT**

Delegations set out in the Council's delegation register or made by the General Manager.

iii. **AMENDMENT TO THIS POSITION DESCRIPTION**

This position description may be amended from time-to-time and any changes will be communicated in writing.

Position Description **reviewed:** July, 2017

Job Evaluation Assessment Date:

I accept the requirements of the position description and I can deliver its required outputs.

................................. ........................................
(print name) (signed)

.................................
(date)