



MOUNT ISA CITY COUNCIL POSITION DESCRIPTION

POSITION TITLE:	Environmental Health Officer
EMPLOYMENT STATUS:	Full-time
AWARD CLASSIFICATION:	Level 4 Queensland Local Government Industry (Stream A) Award - State 2017 in conjunction with Mount Isa City Councils Certified Agreement
DEPARTMENT:	Corporate and Community Services
SECTION:	Environmental Services

POSITION OBJECTIVE

To support the Environmental Health Services achieve protection of public health and safety through programs relating to Environmental Health inclusive of regulatory compliance regarding food, public health and environmental protection and other duties where required. The position will enhance council's public image through responsive and effective liaison and communication with the community, business and other stakeholders.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Environmental Services Coordinator
Supervises:	Nil

REQUIREMENTS OF THE POSITION

Skills, Knowledge and Experience

- High level of confidentiality and ability to exercise discretion in a professional manner essential;
- Competent interpersonal communication skills with a high level of customer service aptitude;
- Competent level of computing skills using Microsoft Suite of programs essential;
- Competent level of communication and report writing ability;
- A team approach and the ability to effectively operate in a multi-faceted unit where multi-tasking is often required to achieve outcomes;
- Self-motivated with strong time management, problem solving and decision making abilities;
- Proven experience or life skills dealing with emotive issues;
- Understanding of Local Government procedures;
- Knowledge of Queensland legislation relevant to Environmental Health including but not limited to food, public health and environmental issues;
- Demonstrated experience in an equivalent position preferably in a similar sized organisation operating a diverse range of businesses will be highly regarded.

Qualifications

- Bachelor of Public Health (Qld) or Bachelor of Applied Science in Environmental Health (QLD) is essential;
- Possession of a current 30215 Queensland General Safety Induction (Construction Industry White Card);
- Minimum "C" class manual driver's licence or ability to acquire a licence prior to officially commencing in the role;
- Confined Space level 1 desirable;
- Work Safely at Heights desirable;
- Must be willing to obtain an Authorised Persons card within probationary period.

Training

- Must be willing to undertake and successfully complete training deemed essential for the position in accordance with Councils Training Matrix.

KEY RESPONSIBILITIES

This position is responsible for the following areas and includes but is not limited to:

- Carry out on-site assessments of Council devolved environmental relevant activities (ERA);
- Carry out internal approval process of new ERA applications submitted under the *EP Regulations 2008*;
- Respond to customer inquiries, compliance reports or internal searches;
- Carry out complaint investigations involving dust, noise, odour or water pollution under the *EP Act 1994*;
- Assist with monthly and annual environmental reports;
- Maintain file records within Environmental Health Services;
- Conduct on-site food premise/food stall/food van inspections;
- Carry out internal approval process of new food licence applications submitted under the *Food Safety Standards*;
- Respond to customer complaints, food recalls and investigation of food poisoning incidents under the *Food Act 2006*;
- Respond to customer inquiries, compliance reports or internal searches;
- Prepare monthly and annual food reports;
- Facilitate public education programs;
- Maintain file records within Environmental Health Services;
- Respond to customer complaints regarding illegal dumping;
- Undertake illegal dumping monitoring and reporting and surveillance;
- Facilitate safe clean-up activities;
- Implement tailor made measures to prevent and deter illegal dumping;
- Promote partnerships to tackle illegal dumping;
- Plan and implement actions to combat illegal dumping;
- Maintain file records within Environmental Health Services;
- Respond to customer complaints regarding public health issues;
- Carry out investigation processes towards animal, dust, odour, flies, contamination, and refuse under the *Public Health Act 2005*;
- Conduct relevant inspections and investigations pursuant to the relevant health and environmental protection legislation in a professional and timely manner;
- Prepare monthly reports;
- Conduct water quality monitoring and testing;
- Maintain file records within Environmental Health Services;
- Responsible for working safely at all times to protect own health and safety and that that of all team members and any other person in the work environment;
- Strict adherence to Personal Protective Equipment (PPE) requirements as per the WH&S Induction and /or Council requirements;
- Abide by Council WH&S Policies, Procedures and training at all times;

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- Report any personal, third party or vehicle incidents or damage to the Supervisor/Team Leader immediately;
- The incumbent is responsible for not operating machinery, equipment or vehicles under the influence of alcohol and/or drugs;
- Report any WH&S concerns to the Supervisor/Team Leader immediately;
- Ensure that Council's SAFEPLAN is adhered to;
- Ensure hazardous materials are disposed of as set out in the manufacturer's specifications and in accordance with procedures and the provisions of the Dangerous Goods Safety Management Act 2011 and the Environmental Protection Act 1994 and subordinate legislation;
- Out of ordinary hours work may be required;
- You are required to follow any other lawful and reasonable directives provided by your Supervisor or more senior officer;
- Council reserves the right to change these duties at any time.

Physical Requirements

- It is an inherent requirement of the position to be able to frequently lift weights up to 5 kg;
- Sit continuously for extended periods of time;
- Required to climb ladders;
- Required, on a regular basis, to carry objects in his or her arms or on the shoulders;
- Required to work at heights and in confined spaces;
- Work outdoors in all weather conditions;
- Walk on uneven terrain.

This position requires the incumbent to maintain a level of fitness to be capable of carrying out the physical requirements of the position.

KEY PERFORMANCE INDICATORS

- Undertaking inspections of premises including food premises, mobile food vendors, swimming pools, personal appearance services, and Environmentally Relevant Activities and caravan parks;
- Adherence to and assist in developing effective procedures and practices;
- Provision of comprehensive and accurate reports of Environmental Health program areas that will successfully enable council to take legal action for breaches of food, health and environmental legislation;
- All assigned tasks are conducted in a timely and effective manner;
- Reports are clearly and concisely written on time;
- Environmental health complaints received members of the public are promptly investigated to ensure issues and problems are effectively addressed;
- Targets as outlined in a Performance Review are achieved;
- Promotes and complies with Council policies and procedures;
- Effectively process customer complaints ensuring compliance with Councils Policy and Procedure;
- Required to undertake the responsibilities of an authorised person to exercise powers to achieve public compliance (pursuant to local government legislation).

DELEGATION AUTHORITY AND ACCOUNTABILITY

- As per Council's Delegations of Authority;
- Authorise expenditure in accordance with Council's Procurement Manual;
- Other delegations as determined by the CEO or Council.

ORGANISATIONAL COMMITMENTS

To comply with the requirements of all Mount Isa City Council policies and procedures as amended from time to time, including but not limited to:

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- Comply with customer service standards;
- Comply with Council's Code of Conduct;
- Comply with and actively promote and ensure compliance with Council's EEO Policy;
- Comply with Human Resources policies and procedures;
- Comply with Work Health & Safety legislation, policies and procedures;
- Comply with Records Management policies and procedures.

WORK HEALTH AND SAFETY

All employees of Council have a legal obligation to comply with Work Health and Safety legislation including Council's Work Health and Safety Management System; Safeplan and Council policies, procedures and work instructions. This framework is established to ensure the health and safety of employees, contractors, visitors, volunteers and the public.

Employees are required to perform all work and associated functions in a safe manner and to identify and report any concerns, near misses and incidents/accidents to Council's WH&S Officer and Supervisor.

GENERAL

All employees must comply with all reasonable and lawful directives given in the workplace and must undertake other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

Position Descriptions do not provide a definitive list of duties and responsibilities and as such Council reserves the right to alter this position description from time to time. Council expects employees to accept variations to their work within the classification level therefore Council may initiate changes through consultation with the position holder. On an annual basis the employee and appropriate Supervisor/Department Manager should review the position description for currency.

As a condition of your employment, you agree to undertake the full immunisation program specific to your role to ensure that you are protected against any possible risks.

Selection Criteria – Environmental Health Officer

SELECTION CRITERIA		WEIGHTING (%)
SC1	Tertiary qualification in Environmental Health as approved by Environmental Health Australia	30%
SC2	Ability to interpret and apply relevant legislation including (but not limited to) the <i>Food Act 2006</i> , <i>Public Health Act 2005</i> , <i>Environmental Protection Act 1994</i> and the <i>Waste Reduction and Recycling Act 2011</i> and determine appropriate compliance approach to Environmental Health Matters	25%
SC3	Manage work priorities and responsibilities for individual and team performance outcomes and work effectively within a team environment.	20%
SC4	Ability to communicate effectively, negotiate and empathise with people from a range of backgrounds to achieve a desirable outcome	15%
SC5	High level of interpersonal skills including verbal, written, interview/negotiation, problem solving and conflict resolution	10%

AUTHORISATION

Director: Chileya Luangala

Signature: _____

Date: ____ / ____ / ____

Date originated: 1 July 2011

Date reviewed: 3 December 2020

EMPLOYEE DECLARATION

I, the undersigned acknowledge receiving a copy of the Environmental Health Officer Position Description:

Name: _____

Signature: _____

Date: ____ / ____ / ____