



Position Description

ENVIRONMENTAL HEALTH TECHNICIAN



OUR VALUES



ACHIEVE TOGETHER

We collaborate internally and externally to achieve better outcomes together.

TAKE OWNERSHIP

We own our actions, decisions, and their impact on others. We learn from mistakes and contribute to solutions, building trust through honesty and integrity.



SHAPE THE FUTURE

We hold ourselves to a high standard and are empowered to achieve quality outcomes for our community – today, and for future generations.

INSPIRE AND UPLIFT

We bring our best self to our work, and strive to make a positive impact on our colleagues and community.





Position Description: Environmental Health Officer

Position Number:

Purpose: To uphold and promote high environmental health standards for the residents and visitors of the Shire, ensuring the health and well-being of the community through effective environmental health practices, education, and compliance. The position supports the delivery of environmental health services under the direction and supervision of an authorised Environmental Health Officer and/or the Manager Development Services.

Role Responsibilities

Environmental Health

- Under the direct supervision of the Manager Development Services (MDS) and/or an Authorised Environmental Health Officer (AEHO), assist in investigating, assessing and resolving public and environmental health matters in accordance with the *Health Act 1911*, *Public Health Act 2016*, relevant subsidiary legislation, Local Laws and Shire policies. This includes, but is not limited to:
 - Conducting inspections and assessments of commercial premises, food businesses, public buildings, accommodation premises (including lodges and bed and breakfasts), and other regulated premises as scheduled or required.
 - Undertaking water sampling of recreational water bodies and domestic and commercial premises in accordance with relevant guidelines.
 - Interpreting food and water sample results and undertaking follow-up actions as required.
 - Where authorised, registering, licensing or approving applications for activities affecting public health.
 - Where authorised, issuing directions or notices in accordance with relevant legislation.
 - Preparing documentation, records and reports relating to inspections, investigations and enforcement actions.
 - Assisting in the assessment of development applications to ensure compliance with public health legislation and standards, including effluent disposal systems, swimming pools and spas, local laws and Council policies.
 - Assisting in coordinating the approval process for event applications in consultation with relevant stakeholders, issuing approvals with appropriate conditions, and monitoring compliance to ensure public health requirements are met.
 - Assisting with investigations relating to communicable diseases as required by the Department of Health, and reporting findings to the MDS, AEHO and/or the Department of Health as appropriate.
- Contribute to the development and implementation of public and environmental health plans, programs and data management systems to support evidence-based planning and service delivery.
- Assist in the delivery of environmental health projects and programs, which may include coordination support, stakeholder liaison, budget monitoring and reporting. For example, mosquito and pest control activities.
- Maintain accurate records and registers, prepare statistical information, and assist with annual reporting and the preparation of Council reports as required.
- Assist with the review, update and development of policies, procedures, local laws, guidelines and educational materials (including brochures, fact sheets and pamphlets) relating to environmental health.

Liaison with External Stakeholders

- Correspond and maintain effective working relationships with the Department of Health, DWER, other local government authorities, and relevant external agencies as required.

- Represent the Shire at regional environmental health meetings to facilitate information sharing and contribute to the development and implementation of regional programs and initiatives.
- Attend relevant training sessions, workshops and seminars to maintain professional knowledge, skills and currency in environmental health practices and legislation.
- Respond to internal and external customer enquiries and complaints (in person, by telephone and in written) relating to environmental health matters.

General Duties

- Other duties as required and approved by manager.
- Ensure records are created, managed, and maintained in accordance with records management requirements relevant to the role.
- Be an active and engaged partner with the Development Services team and who adds value by completing high quality work, is a positive team member and strives to support the values we seek to foster in our organisation.

Performance of Duties

- While on duty, staff will give their whole time and attention to the Shire of York's business and ensure that their work is carried out efficiently, economically, and effectively, and that their standard of work reflects favourably both on them and on the Shire.
- Staff must also perform their duties impartially and in the best interests of the Shire of York uninfluenced by fear or favour.
- The Shire of York recognises its legal obligations under the *Equal Opportunity Act, 1984* and amendment 1992 and will actively promote equal opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions.
- Staff must comply with all Shire policies and procedures including but not limited *Policy 08 - Employee Code of Conduct*.
- Staff must comply with *State Records Act 2000* Record Keeping requirements and legislation. All employees of the Shire of York are responsible for ensuring the records relating to the business activities of the Shire are captured into the electronic record system.
- The Shire is committed to Work Health and Safety in all areas of the Shire's operations and requires you to comply with the requirements of Section 28 of the *Work Health and Safety Act 2020 WA*.

Required Skills and Qualifications

Essential

- Demonstrated experience as an Environmental Health Technician or equivalent role.
- Demonstrated knowledge of environmental health principles, inspections, and sampling practices.
- Ability to undertake inspections, monitoring, and sampling activities under supervision.
- Sound knowledge of relevant environmental health legislation and local government processes or willingness to develop this knowledge.
- Strong interpersonal and communication skills with the ability to engage professionally with the public and stakeholders.
- Sound administrative, organisational, and time management skills.
- Ability to work effectively as part of a team and under direction.
- Sound computer literacy – email, Microsoft Suite and mobile device use.
- Current C Class Driver's Licence.
- National Police Check completed within the last 3 months.

Desirable

- Progress toward or completion of a qualification recognised under the *Health Act 1911 / Public Health Act 2016* (e.g. Bachelor of Science or Applied Science (Environmental Health)).
- Local government experience.

Level of Authority and Organisational Relationships

Reports to:

- Manager Development Services
- Authorised Environmental Health Officer

Internal Liaisons:

- All Shire Employees

External Liaisons

- Ratepayers
- Members of the Public
- Event Organisers
- Contractors
- State & Federal Government Departments

Classification: Level 5 – Inside IA

Location: Shire Administration

Position and Conditions Acceptance

Employee Name: _____

Signature: _____

Date: _____

Direct Manager Name: _____

Signature: _____

Date: _____

Last Position Description Review Date: / /

Next Review Due _____ Date: _____ / _____ / _____