

## **PUBLIC HEALTH Sanitarian**

### **DEFINITION**

Position is responsible for enforcing all Board of Health regulations, federal and state laws pertaining to public and environmental health, preparing and issuing reports, and maintaining files.

### **ESSENTIAL FUNCTIONS**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Conducts a number of biannual public health inspections to ensure compliance with state sanitary code and Town bylaws, such as: restaurants, retail food stores, food service establishments, mobile food service vehicles and carts, bakeries, fish markets, temporary food facilities and other food-related establishments; also inspects motels, lodges, inns, camps, swimming pools, whirlpools, saunas, bathing beaches and facilities, suntan establishments, massage establishments, nursing homes, sanitary landfill, haul offal trucks and public school kitchens; provides advice to food handlers.
- Conducts follow-up inspections and enforcement activity as needed.
- Inspects housing units upon request of public or officials to determine compliance with state and local laws and regulations.
- Performs a number of environmental responsibilities, including the witnessing of soil tests, deep hole and percolation tests, to determine adequacy of sites for the installation of private sewage disposal systems; conducts site inspections of septic systems during installation to determine compliance with approved plans and state and local laws and regulations.
- Responds to complaints regarding trash, keeping of animals, septage, hazardous waste, potential public health infractions; prepares reports of investigations; performs on call duty in conjunction with fires that may involve hazardous waste, communicable diseases, food services, or other health related issues.
- Carries out a number of environmental health assignments dealing with special federal and state legislation, administering new laws and regulations dealing with measures such as groundwater discharge and water quality; enforces all local Board of Health Rules and Regulations.
- Monitors problem areas, as specified by the Director of Public Health.
- Examines, witnesses, inspects and enforces onsite sewage disposal systems, including systems during various stages of construction.
- Examines and reports on nuisances and other threats to public health as necessary.
- Responds to and reports on complaints made to the Board of Health and helps to resolve such complaints.
- Performs similar or related work as required.

## **SUPERVISION RECEIVED**

Under general direction , employee plans and prioritizes the majority of work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

## **ACCOUNTABILITY**

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service and poor internal or external customer service.

## **JUDGMENT**

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations.

## **COMPLEXITY**

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

## **NATURE AND PURPOSE OF CONTACTS**

Relationships are primarily with co-workers and the public, involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

## **CONFIDENTIALITY**

Incumbent has regular access at the departmental level to a variety of confidential information.

## **EDUCATION AND EXPERIENCE**

Bachelor's degree in Public Health, Environmental Health or a related field, with a Master's Degree preferred, and from one to up to three years of experience in public and environmental health or a related field or any equivalent combination of education and experience. Registered Sanitarian License and Driver's License Required.

## **KNOWLEDGE, ABILITY, AND SKILLS**

**Knowledge:** Knowledge of public and environmental health, federal, state, and local laws; knowledge of public health practices and septic system construction and maintenance.

**Abilities:** Ability to read and understand construction plans and specification documents to ensure compliance with applicable statutes and codes.

**Skills:** Skills in conducting field inspections and communicating effectively in writing and orally.

## **WORK ENVIRONMENT**

Working conditions involve occasional exposure to elements found in the field, such as work sites, walking property to inspect, construction sites, etc. May be exposed to elements, but work can typically be rescheduled to avoid harsh elements.

## **PHYSICAL, MOTOR, AND VISUAL SKILLS**

### **Physical Skills**

Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

### **Motor Skills**

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

### **Visual Skills**

Visual demands require routinely reading documents for general understanding and analytical purposes and ability to read construction plans and conduct onsite inspections.