

Sanitarian

Position Description

**Status**

Full-Time/Part-Time, Nonexempt

Compensation

B23

Bargaining Unit

N/A

Reports to

Environmental Health Manager

Supervises

None

Position Category

Specialist

Summary

This position inspects commercial, residential and public locations in the county to enforce federal, state and county sanitation and environmental health laws to safeguard public health.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Inspects and evaluates premises and establishments having public health significance to ensure compliance with food and sanitary regulations.
2. Prepares reports and correspondence pertaining to all environmental health activities. Approves licenses and issues permits for facilities.
3. Investigates complaints involving possible water pollution or contamination.
4. Inspects licensed food service establishments for cleanliness, proper food handling practices, and compliance with sanitation standards. Inspects and licenses temporary food facilities.
5. Investigates food service complaints regarding improper food service practices, suspected food-borne illness outbreaks or adulterated food.
6. Issues verbal and written orders to correct violations, re-inspects to insure compliance, collects samples, takes pictures, prepares reports and initiates legal action, with approval of supervisor. Testifies at hearings and in court as necessary.
7. Reviews plans, blueprints and specifications for construction of new facilities or renovation of existing structures for compliance with environmental health standards.
8. Works with various state agencies to jointly resolve environmental and public health problems.
9. May post unsafe water supplies or unsafe bathing areas or other facilities deemed harmful to the public welfare.
10. Meets with community groups and local agencies regarding prevention and resolution of environmental health problems. Provides education and technical assistance to the public regarding sanitation and environmental health matters.

Competencies

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- The 10 Essential Public Health Services
- Public Health Core Competencies
- Technology
- Organization
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

This job operates in a professional office environment and works outside in various types of weather conditions. This position may be exposed to environmental hazards during course of investigations and may experience hostile individuals during the course of investigative/enforcement functions. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the work environment on uneven terrain both indoors and outdoors; operate a computer and other machinery; and move or transport files or other items to meetings and other locations. The ability to climb up and down ladders, crawl in confined spaces, bend, stoop and kneel are all required of this position. A 6 foot soil auger is used and this role must be able to lift up to 50 pounds.

Travel

Frequent travel is required to access County buildings and locations throughout Allegan County.

Required Education and Experience

1. Bachelor's Degree in Environmental Health, Sciences or a related field.
2. Possession of a valid Michigan Driver's License.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____