

Sanitarian

Allegan County

JOB DESCRIPTION

REPORTS TO: Environmental Health Services Manager

SUPERVISES: None

STATUS: HOURLY

COMPENSATION: B23

BARGAINING GROUP: NON-BARGAINING

POSITION SUMMARY

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

COMPETENCIES

Listed under competencies are the essential functions of the position. *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

TECHNICAL COMPETENCIES

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.
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, reinspects 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. Assists the general public health related issues.
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.

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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.
11. Approves licenses and issues permits for facilities.
12. Provides input on the development of environmental health policies, procedures, and codes.

CORE COMPETENCIES

1. Analysis and Problem Solving: Makes sound, well-informed, and objective decisions. Identifies problems, determines the accuracy and relevance of information, and uses sound judgment to generate and evaluate alternatives. Perceiving the impact and implications of decisions.
2. Attention to Detail: Performs work in a thorough and conscientious manner while attending to details.
3. Customer Service: Works with all stakeholders to assess their needs, provide information or assistance in a quality and timely manner.
4. Adaptability: Adapts to change in the work environment manages competing demands and is able to deal with frequent change delays or unexpected events.
5. Organizations Values: Respect, integrity, commitment and honesty.
6. IT Application: proficient in the use of job-relevant information systems and/or software applications such as word processing, spreadsheets, automated research tools, database applications, and internet.
7. Communication: Expresses information to individuals or groups effectively, taking into account the audience and nature of information. Makes clear and convincing oral presentations. Listens to others, attends to nonverbal cues, and responds appropriately.
8. Planning/Time Management: Organize work, sets priorities, and determines resource requirements. Determines short-term and long-term goals and strategies to achieve them.
9. Teamwork: Encourages and facilitates cooperation, pride, trust, and group identity.

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10. Written Communication: Recognizes or uses correct English grammar, punctuation, and spelling. Communicates information in a succinct and organized manner. Ability to read, analyze, and interpret financial reports, and legal documents. Produce written information, which may include technical material that is appropriate for the intended audience.

This list may not be inclusive, of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

EMPLOYMENT QUALIFICATIONS

Education: Possession of a Bachelor's Degree in Environmental Health or a related field.

Experience: This is an entry level position. No previous experience is required. Six month break-in period. Possession of a valid Michigan driver's license.

Physical Requirements:

- Walking over uneven terrain to inspect proposed subdivisions, campgrounds, and building sites.
- Climbing up and down ladders to gain access to heating and ventilation systems.
- Climbing up and down ladders to enter basements, crawl spaces, and attics.
- Crawling in crawl spaces and under houses to inspect plumbing and well construction.
- Bends, stoops, and kneels to inspect food service establishments, sewage treatment systems, water well construction sites, and other locations.
- Ability to travel throughout the county to conduct inspections.
- Ability to enter and access information using a computer.

Working Conditions:

- Works outside in various types of weather conditions.
- Exposure to environmental hazards during course of investigations.
- Works with hostile individuals during the course of investigative/enforcement functions.