

Teton County Sanitarian

JOB DESCRIPTION

Position Title:	Registered Sanitarian or Sanitarian-In-Training		Tier:	
Agency:	Teton County Sanitarian	Reports to:	Board of County Commissioners	
Employment Status:	Full-Time	Pay Grade:	\$55,000 - \$60,000/yr, DOE	FLSA Status: Exempt

Position Summary:

Under administrative supervision, the Sanitarian or Sanitarian-In-Training (SIT) performs a variety of professional duties relating to environmental public health to protect people and communities from public health risks. Duties include conducting environmental health inspections, investigations, and related activities for settings such as food service establishments (restaurants), children's camps, hotels, campgrounds, swimming pools, bathing beaches, water and sewage treatment systems, on-site septic systems, hospitals, nursing homes, long term and adult care facilities, diagnostic and treatment centers and various other sites which fall under the purview of health and public safety regulations.)

Essential Duties:

- Conduct field inspections of food service establishments, public accommodations, and children's camps, swimming pools, bathing beaches, septic systems, water and sewage treatment systems, nursing homes, hospitals, trailer courts, campgrounds, day care facilities, group homes, long term and adult care facilities, diagnostic and treatment centers and public-school kitchens to ensure compliance with federal, state, and local health regulations.
- Analyze and review plans for new or remodeled food service establishments and public accommodations by examining plan designs (i.e. materials used, plumbing features and their layout, mechanical features, electrical plans, etc.) for compliance with laws and regulations.
- Provide assistance in correcting areas of noncompliance, coordinate permitting processes, and conduct specialized inspections of food services provided for temporary events.
- Perform field tests and soil evaluations to ensure public water supplies, septic systems and water treatment facilities comply with federal, state, and local regulations. Document findings and deficiencies in inspection reports, and notify owner and state regulatory personnel of any recommended improvements to the water system or the details regarding corrective actions.
- Conduct follow-up inspections as necessary to ensure corrective actions are implemented and deficiencies are corrected.
- Enforce health protection standards as outlined by the State of Montana or federal government guidelines. Recommend appropriate action against violators of the health code and enforce codes pertaining to inspection of licensed establishments. Conduct sanitary surveys on food establishments, public accommodations, trailer courts, public pools and spas, schools, and day care facilities.
- Analyze and review septic permit applications to ensure compliance with applicable state and federal regulations. Identify application deficiencies or areas of noncompliance and recommend approval or denial of applications based on analysis. Conduct site evaluations, inspect wastewater treatment system installation, soil

testing, and perform groundwater monitoring. Issue septic permits in accordance with local regulations; and conduct well-water testing.

- Provide instruction and education to food service employees and others on safe food handling and prevention of illness. Conduct presentations and training courses for the public and the food service industry.
- Investigate complaints on unsanitary conditions and nuisances to determine whether public health laws are violated and recommend appropriate level of response based on analysis, or refer complainant to an appropriate source/agency for resolution. Maintain records and reports of findings. Refer more complex questions and complaints to supervisor or higher-level environmental health specialists
- Provide technical and regulatory assistance to the public in response to routine regulatory questions or complaints related to various environmental health issues (e.g., indoor/outdoor air quality, water quality, septic problems, food safety, hazardous material spills, radon, new or emerging communicable diseases, rabid animals, etc.).
- Collect samples and specimens for laboratory analysis.
- May be required to testify in court relating to action taken against violators of public health law.
- Communicates environmental health information to others.
- Works productively with other staff members.
- Act as the Junk Vehicle Administrator for Teton County.
- Serve on the Northern Montana Joint Refuse Disposal District Board.
- Act as the local health authority for issues related to the Sanitation in Subdivisions Act.
- Performs other such duties and functions as are necessary or incidental in the performance of this position.

Other Duties and Responsibilities:

- This position has been identified as an essential duty position. The Sanitarian or SIT will work with the Health Officer, Board of Health, and County Commissioners to identify public health emergencies, engage essential staff in response, and perform public health emergency response duties as assigned and consistent with job classification and training provided, in response to threats to the public's health.
- This position is responsible for ensuring public health emergency plans are regularly reviewed and updated.
- Participates in Department and community emergency response training and drills consistent with job classification in support of public health emergency and disaster preparedness.
- Performs other duties as assigned consistent with job classification.

Minimum Qualifications:

Education and Licensing

The job requires education and experience equivalent to bachelor's degree in chemical or biological sciences or environmental health; current license as a Registered Sanitarian (RS) or ability to obtain license within one year of hire as a Sanitarian-In-Training; on the job training will be made available to applicants new to the field. Evaluation for educational equivalency is a case-by-case process but begins with 45 quarter hours or 30 semester hours in the physical and biological health sciences with specific courses in biology, chemistry and microbiology.

Knowledge and Skills

- Knowledge of environmental health rules and laws, disease control, food protection, housing and the residential environment, air pollution control, institutional and recreation sanitation, source and protection of water supply, treatment of water, wastewater treatment and disposal, solid waste management, and vector and weed control.

- Knowledge of the principles and practices of physical and life sciences; federal, state, and county sanitary and public health regulations and enforcement procedures, research, and investigation techniques, the Departmental Disaster Plan, soils testing, and related principle and practices of environmental health management.
- Ability to determine compliance with laws and regulations, appropriately assess a wide variety of environmental/sanitary situations through inspections and investigations, effectively deal with the public, communicate effectively both verbally and in writing, assume full responsibility for the quality and integrity of investigation decisions and follow-up until the situation or issue has been resolved, physically perform the investigations, to learn the tenets of Emergency Planning and Community Right-to-Know Act (EPCRA). SARA Title III, understand and apply knowledge of all related Environmental Health issues related to food service, septic systems, pool operations, complaint management, emergency preparedness, hazardous materials safety, and other environmental health issues; and to assess and determine appropriate actions in emergency situations.
- The job requires skill in the operation of databases and standard office software, investigative techniques, and public relations.
- Ability to effectively deal with the public.
- Ability to communicate effectively both verbally and in writing.
- Ability to assume full responsibility for the quality of one's investigation and decisions and to follow-up until the situation or issue has been resolved.
- Possess the personal attributes and physical ability to perform the work without hazard to self or others

Work Environment:

May need to work a flexible schedule including some evenings, weekends, on-call, and longer shifts. Able to travel to attend required trainings, meetings, and events.

Essential Duties will be performed in county facilities, as well as community sites including licensed establishments and construction sites. Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from community locations may subject worker to increased risk of driving hazards. Community locations may subject worker to fumes, airborne particles, insects and other disease vectors, and communicable diseases

Due to the need for all Public Health personnel to complete essential duties and respond to public health emergencies, the employee must be able to meet the physical demands of performing the following activities:

- Requires climbing up and down ladders to inspect confined spaces, crawling in crawl spaces, and under houses to inspect plumbing and well construction.
- Employee must bend, stoop, and kneel to inspect food service establishments, sewage treatment systems, and other locations.
- May be required to lift up to 15 pounds frequently and occasionally up to 75 pounds.
- Work is conducted in an office and in varied settings while inspecting during all types of weather conditions.
- May risk exposure to various environmental hazards and hazardous materials during the course of investigations; occasionally required to utilize protective equipment.
- Occasionally works with hostile individuals during the course of investigative/ enforcement functions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, in compliance with the Americans with Disabilities Act and any other applicable Federal and Montana law.

Reasonable Accommodation Definition:

Reasonable accommodation is a modification or an adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or to perform essential job functions. Reasonable accommodation also includes adjustments to assure that a qualified individual with a disability has rights and privileges in employment equal to those of non-disabled employees.

TETON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

JOB DESCRIPTION REVIEWED

EMPLOYEE NAME: _____

DATE: _____

EMPLOYEE SIGNATURE: _____