

ENVIRONMENTAL SANITARIAN I

NATURE AND VARIETY OF WORK

This is professional entry-level trainee inspectional and investigative code enforcement work performed in order to insure/obtain compliance with various public and environmental health laws, codes, ordinances, and standards within a specific functional and programmatic area of the Health Department (e.g., food control, air quality, institutional facilities control, water and sewer, plan review, community hygiene). Subject to extensive public contact, incumbents perform routine inspectional and investigative assignments in order to attain compliance with applicable programmatic public health and environmental laws, codes, and standards. Field/office work is performed under the close supervision of a higher level Sanitarian and independent field judgments are made only on routine assignments within the framework of established standard operating procedures.

Upon the satisfactory completion of the probationary period, entry-level sanitarians may be promoted to the II full-performance level at management's discretion. Unsatisfactory performance during the probationary period or failure to complete all Environmental Sanitarian certification and registration requirements will result in termination of the entry level sanitarian.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Makes routine/less complex on-site inspections, investigations, and surveys of a variety of food services retailing/food processing/food production operations in order to obtain/insure compliance with County, State and Federal public environmental/health laws, codes, regulations, and standards.

Makes routine/less complex on-site inspections of a variety of facilities/establishments (e.g., nursing homes, schools, day care centers, swimming pools, mobile home parks, camps, spas, and other public facilities) in order to obtain/insure compliance with County, state and Federal public/environmental health laws, codes, regulations and standards.

Makes routine/less complex on-site inspection, investigations, and surveys of a variety of commercial/industrial/community/residential establishments and their surrounding environments (e.g., air, land, water) in order to obtain/insure compliance with County, State and Federal public/environmental health laws, codes, regulations and standards.

Discusses/investigates the nature of complaints with complainant in order to determine if there are any possible public/environmental health violations.

Takes routine/less complex samples of items (e.g., food, beverages, air, soil, water, ground beef, paint, etc.) from the field for subsequent laboratory testing and analysis.

Reads, analyzes and interprets laboratory test results and reports in order to (1) determine the existence of potential public health hazards, (2) insure compliance with public health laws and regulations, or (3) to determine/recommend a course of action to address/resolve the problem.

Issues written notices of code violation to responsible party(ies) (e.g., property owners, operators, citizens) in order to inform them of circumstances/practices/operations that are not in compliance with public/environmental health laws, codes and standards.

Confers/coordinates with owners/citizens/operators in order to (1) explain, clarify and resolve actual/potential problems, and (2) to initiate/recommend appropriate actions that will gain compliance with public health laws, codes and regulations.

Prepares and submits written correspondence/documents (e.g., drafts, memos, letters).

Maintains accurate, complete and retrievable records, data, statistics and documentation for inclusion in reports or to provide information for potential use at hearings/court proceedings.

Testifies at hearings/in court proceedings in order to provide pertinent evidence/information/testimony regarding the adjudication of code violation cases/complaints.

Performs mathematical computations using a calculator/adding machine in order to (1) calculate quantities/determine capacities and/or to (2) assist in the plan review/permit process.

Maintains, uses, and operates vehicles, equipment and supplies in accordance with established departmental rules, regulations and guidelines.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of and/or ability to apply natural science principles in such fields as biology, chemistry, physics, and engineering.

Knowledge of the principles, objectives, techniques, and practices related to public and environmental health programs.

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Knowledge of County, State, and Federal laws, codes, and ordinances governing public and environmental health.

Ability to establish and maintain effective working relationships with co-workers, general public, agents, operators, property owners, attorneys, and elected officials and others.

Ability to interpret and enforce codes and regulations firmly, tactfully, and impartially.

Ability to accurately read and interpret maps, plans, and schematic drawings.

Ability to express ideas clearly and concisely both orally and in writing.

Ability to prepare and maintain a variety of records and reports.

Ability to plan, organize, and conduct inspections, investigations, and surveys.

Ability to provide testimony at hearings/in court.

Ability to operate and maintain equipment/instruments for sampling, testing, or measuring.

Ability to operate a motor vehicle.

MINIMUM QUALIFICATIONS

Bachelor's Degree with major coursework in Health, Environmental, Physical, Biological or Engineering Sciences.

CONDITIONS OF EMPLOYMENT

Certification as a registered Environmental Sanitarian or Certificate of Eligibility as outlined by the State Board of Environmental Sanitarian Registration and in conjunction with State law.

A valid Maryland State driver's license is required upon appointment in order to perform job-related duties and responsibilities.

CREATED: 9/86

REVISED: 10/88