

## ENVIRONMENTAL SANITARIAN III

### NATURE AND VARIETY OF WORK

This is professional and advanced senior-level 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 function independently as lead workers who (1) handle a caseload of the more difficult and complex inspectional and code enforcement assignments and special projects from their initial inception to their ultimate completion, and/or (2) provides lead guidance/assistance/ training to lower sanitarians and staff in applicable specialty/programmatic areas, and/or (3) provides specialized knowledge in a specific functional area of a major environmental health program sufficient to provide consultation beyond the full performance level. Work is performed under the general supervision of a supervisory level Sanitarian.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Makes difficult/complex on-site inspections, investigations, and surveys of a variety of food services retailing/food processing/food production operations.

Makes difficult/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).

Makes difficult/complex on-site inspections, investigations, and surveys of non-municipal water supplies/sewage disposal systems.

Makes difficult/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).

Reads, analyzes and interprets engineering plans and specifications/feasibility studies/food service/equipment design in order to (1) become familiar and knowledgeable about nature, scope, and details of construction projects, and (2) identify problems/discrepancies in the initial design, and (3) to determine compliance/non-compliance with established codes, policies,

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standards, and specifications.

Reviews applications for permits (e.g., building use and occupancy submitted by operators, builders, developers, homeowners).

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

Takes 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 problems.

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.

Recommends on-site field adjustments of non-municipal water supply/sewage disposal systems to property owners/developers/ contractors in order to adapt existing field circumstances/engineering plans and specifications/operating conditions to accommodate unforeseen conditions/problems.

Gathers/obtains relevant information and data through approved agency techniques/procedures (e.g., interviews, direct observation, on-site field visits, research of records, tests, etc.).

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.

Maintains the status of assigned caseload in order to provide callers/complainants with information regarding the current status of cases/permit applications.

Makes public presentations to groups in order to promote education, information and awareness of agencies' goals, objectives, policies and procedures.

Participates in special projects in order to (1) promote agency activities, programs and services, and (2) to assist in developing agency policies and programs.

Assumes lead role in training lower level subordinates/new Sanitarians in divisional activities.

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 natural sciences (e.g., biology, chemistry, physics) and engineering.

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

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

Knowledge of the Prince George's County geographical area.

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 from their initial inception to their ultimate completion.

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; plus minimum of two (2) years of professional experience in environmental health inspectional work.

#### CONDITIONS OF EMPLOYMENT

Certification as a registered Environmental Sanitarian by the State Board of Environmental Sanitarians. Registration is required upon initial appointment. Incumbents must maintain a current registration which may include continuing education requirements.

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

CREATED: 9/86

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