

ENVIRONMENTAL SANITARIAN IV

NATURE AND VARIETY OF WORK

This is professional first-line supervisory and administrative inspectional and investigative code enforcement work performed in order to insure compliance with various County, State, and Federal public health and environmental laws, codes, ordinances, and standards within a specific functional/programmatic area of the Health Department (e.g., food control, air quality, institutional facilities control, water/sewer systems, plans review, and community hygiene). Incumbents are responsible for supervising, planning, coordinating, and monitoring the unit/sectional activities of sanitarians as part of a comprehensive County-wide public health and environmental code enforcement program. A significant aspect of the work involves explaining codes, ordinances, and regulations to owners, operators, agents, and the general public in order to resolve code compliance problems. Work is performed under the general supervision of a higher level management and supervisory position.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory duties and responsibilities over subordinate positions as defined in their Personnel Law (Section 16-102(59)).

Monitors/coordinates the inspection and enforcement activities of subordinate staff in order to insure that unit operations are managed efficiently and effectively and initiates appropriate actions designed to accomplish sectional/divisional/departmental missions, goals, and objectives.

Conducts inspections and investigations involving unusually complex or sensitive matters.

Confers with immediate supervisor, and other code enforcement personnel in related technical areas concerning unusual or complex cases.

Explains and interprets laws, codes, regulations, and standards for inspectional staff, contractors, engineers and other agencies.

Reviews, edits, and compiles written correspondence (e.g., reports, memoranda, charts) generated by subordinate staff in order to (1) verify its accuracy, completeness, and compliance with established policies and procedures, and (2) to assist in preparing daily/weekly/ monthly

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reports to management on inspection, enforcement, and quality control matters as part of an ongoing effort to highlight the status and progress of sectional/divisional activity.

Reviews proposed changes to regulations, policies and procedures.

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

Trains lower level subordinates/new Sanitarians in divisional activities.

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

Testifies at hearings/in court proceedings.

Monitors the use and operation of County vehicles/equipment and supplies assigned to the section/division.

Assumes the duties and responsibilities of the division chief in their absence in order to handle the daily activities of the division.

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 (e.g., biology, chemistry, physics).

Knowledge of the inspection, investigation and enforcement 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.

Thorough 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.

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 three (3) years of professional experience in environmental health inspectional work, one (1) of which was in the capacity of a lead worker.

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

REVISED: 10/88