

ENVIRONMENTAL SANITARIAN V

NATURE AND VARIETY OF WORK

This is management-level 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). Class incumbents are responsible for supervising, planning, coordinating, and monitoring the divisional activities of subordinate supervisors, sanitarians, and administrative staff as part of a comprehensive County-wide public health and environmental code enforcement program. Significant aspects of the work includes interpreting and explaining codes, ordinances, and regulations to owners, operators, agents, and the general public in order to resolve programmatic problems. Work is performed under the general supervision of a higher level supervisory manager and is reviewed for adequacy and conformance to established departmental policies, procedures, and practices.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

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

Monitors/coordinates the inspection and enforcement activities of a subordinate staff.

Assists in planning, organizing, and evaluating a comprehensive County-wide public and environmental health program.

Conducts inspections and investigations involving unusually complex or sensitive matters.

Confers with management personnel, division chiefs, 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)

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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 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.

Makes comments/recommendations on legislative issues, regulations, policies and procedures in order to evaluate their impact upon public and environmental health operations, programs, and services.

Prepares and conducts periodic meetings with subordinate staff in order to make them more efficient and effective in the job.

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

Monitors the use and operation of County vehicles/equipment and supplies assigned to the section/division by inspecting such items in order to determine if they are being operated/used in accordance with departmental rules and regulations.

Provides divisional budgetary/programmatical input for consideration by management in the preparation of the departmental budgetary/programmatical plans.

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

Extensive knowledge of and/or ability to apply natural science principles (e.g., biology, chemistry, physics).

Extensive knowledge of the inspection, investigation and enforcement principles, objectives, techniques, and practices related to public and environmental health programs.

Extensive 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 in order to route

daily inspections in the most efficient and timely manner.

Thorough knowledge of modern management principles and techniques.

Ability to organize, supervise and evaluate the work of professional, technical and inspectional subordinates.

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 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 four (4) years of professional experience in environmental health inspectional work, one (1) of which involved the supervision of professional staff.

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