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## **REGISTERED SANITARIAN/ENVIRONMENTAL HEALTH SPECIALIST**

### **POSITION SUMMARY:**

This is responsible professional sanitary inspection work at the full performance level involving enforcement of the public health code.

Work involves responsibility for maintaining environmentally safe conditions within the District through the enforcement of the Public Health Code and Statutes and local ordinances pertaining to environmental health. Duties include inspections, investigations, surveying and report preparation. This position also has the responsibility for making difficult health and safety decisions. The work requires that the employee understand the laws, rules and regulations governing the enforcement of environmental health codes for which they are responsible.

### **SUPERVISION RECEIVED:**

Works under the direction of the Director of Health.

**ESSENTIAL JOB FUNCTIONS:** Reviews plans and makes necessary inspections for approval of restaurants, food stores, day care centers, motels, public swimming pools and other businesses, as provided by statute.

- Reviews plans and inspects sites for septic system installation including consultation with owners and contractors, and soil testing. Issues septic permits.
- Investigates environmental complaints such as garbage and rubbish disposal, rodent and insect infestations, noise, air and water quality, disease vectors, mosquito control, obnoxious weeds and unsanitary environmental conditions.
- Educates owners, operators and staff of regulated facilities. Promotes training programs, gives advice to facility personnel, and investigates food-borne illnesses.
- Prepares monthly reports, reports of inspections and investigations and other reports as requested.
- Responds by telephone, in person, or in writing to persons seeking information regarding health rules and regulations, specific complaints, license requirements, and other environmental health problems.
- Participates in public health programming as required.
- Regulates new water supply wells including site inspections of property, issuing permits to well drillers and reviewing water sample analysis reports. Issues well permits.
- Investigates reports of elevated blood lead levels in children under the age of six. Performs epidemiological investigation as provided by statute.
- Performs related work as required.
- May serve as the agent of the Director of Health.

# **REGISTERED SANITARIAN/ENVIRONMENTAL HEALTH SPECIALIST**

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of and the ability to interpret, analyze and enforce Federal, State and local environmental health laws, codes, ordinances and regulations.
- Knowledge of disease and injury causation and control techniques.
- Understanding of the structural aspects of buildings including plumbing, electrical wiring, heating systems, ventilation, waste disposal and water supply.
- Knowledge of sampling and testing techniques.
- Ability to analyze, interpret and administer housing laws, codes, ordinances and regulations.
- Ability to enforce and interpret regulations firmly and tactfully, and to establish and maintain effective working relationships with District staff and the public.
- Ability to read and interpret statistical data, laboratory test results, maps and plans.
- Ability to prepare and present oral and written statistical, narrative and technical reports.
- Ability to establish and maintain complex records and files.
- Ability to investigate, analyze and evaluate environmental health problems and propose solutions.
- Ability to identify and respond to emergency situations in the absence of the Director.

## **ADDITIONAL DUTIES:**

- May be required to attend night meetings of commissions and boards.
- May be required to work evenings and weekends.
- Provides on-call coverage.
- Participates in professional education/training.

## **PHYSICAL AND MENTAL CONDITIONS /WORK ENVIRONMENT: see attached**

## **QUALIFICATIONS:**

- Bachelor degree from an accredited college or university with major course work in environmental health, bacteriology or a closely related field, plus two years of experience in environmental health, laboratory work or related field.

## **SPECIAL REQUIREMENTS:**

- Must provide personal transportation and have a valid Connecticut Class 2 drivers license. Must be certified as a Connecticut Registered Sanitarian.
- Phase I and II subsurface sewage disposal certification from the State of Connecticut.
- Food Establishment Inspector Certification from the Connecticut Department of Public Health.

The above job description is illustrative and not a complete itemization of all facets of the job.

Approved March 10, 2005

## **REGISTERED SANITARIAN/ENVIRONMENTAL HEALTH SPECIALIST**

### **PHYSICAL AND MENTAL CONDITIONS /WORK ENVIRONMENT:**

Required for essential duties. Reasonable accommodations will be considered under the Americans with Disabilities Act. This list is not all inclusive and may be supplemented as necessary.

- Must be mobile with the ability to get from one location in the office or work site(s) to other locations in and outside from the primary office or work site(s).
- Ability to reach and bend, and push/pull or lift objects less than fifty pounds.
- Mobility to inspect sites which may include walking over rough terrain and climbing and crawling in the examination of test pits.
- Ability to perform manipulative skills such as writing, using a keyboard and/or calculator with accuracy.
- Ability to see and read objects closely as in reading/proof reading narrative or financial reports. Ability to read plans, maps or diagrams and read from a computer monitor. Ability to see objects far away as in driving. Ability to discriminate between colors.
- Ability to hear normal sounds with background noise as in hearing/using a telephone. Ability to distinguish verbal communication and communicate through speech.
- Ability to communicate effectively in oral and written form.
- Ability to maintain files and records and make mathematical calculations using a calculator.
- Ability to concentrate on complicated detail and complex issues for more than three hours at a time with some interruption, pressure and changing priorities.
- Memory to perform multiple and diverse tasks over long periods of time and ability to remember information that has been read, studied or previously learned.
- Ability to use knowledge and reasoning to solve complex problems.
- Ability to learn and apply new information, methodologies, techniques and legislation applicable to departmental activities.
- Works in typical office setting subject to interruptions, heavy traffic flow and heavy work volume expectations and performs outside inspections which include exposure to fluctuations in temperature and seasonal weather. May be exposed to dust and electromagnetic radiation from computer monitors. May be exposed to body fluids, hazardous wastes material, toxins and/or poisonous substances.

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