

Monroe County
Sanitarian

Department: Public Health

Wage Grade: Rye 10

FLSA Status: Non-Exempt

Affiliation: Non-Union

GENERAL SUMMARY:

Under the supervision of the Environmental Health Director, inspects commercial, residential, and public locations in the county to enforce federal, state and county sanitation and environmental health laws to safeguard the public health. Reviews plans, blueprints, and specifications for construction of new facilities or renovation of existing structures. Investigates complaints of violations of environmental health laws and assists the public with complaints and questions regarding sanitation and environmental health matters.

ESSENTIAL FUNCTIONS: *[An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.]*

- Inspects and evaluates premises and establishments having public health significance, such as schools, public swimming pools, bathing beaches, dwellings, work places, child care facilities, campground, waste disposal facilities, private and public water supplies and sites of alleged public health nuisances. Prepares reports and correspondence pertaining to activities.
- Inspects licensed food service establishments for cleanliness, proper food handling practices, and compliance with sanitation standards. Inspects and license temporary food facilities.
- Reviews plans, blueprints, and specifications for construction of new facilities or renovation of existing structures for compliance with environmental health standards and advises owners, builders, architects, and other regarding prevention or correction of problems.
- Performs soil and/or site evaluations on public and private land, issuing permits for on-site sewage systems and water supplies where appropriate using various equipment such as laser level to perform these tasks. Consults with owners, builders, engineers, and other regarding design, installation and maintenance of such water and sewer systems. Interprets the code and provides construction options.
- Investigates complaints involving possible water pollution, insect and rodent infestation, and similar public health hazards and nuisances. Collects samples and specimens for laboratory analysis when appropriate.
- Investigates nuisance complaints pertaining to health issues such as sewage water garbage, insects, vermin, and household property and finds a solution to the problem. Sends correspondence to the appropriate party citing the violation and the required corrective action. Follows-up to ensure that the problem has been corrected.

- Issues verbal and written orders to correct violations, re-inspects to ensure compliance, collects samples, takes pictures, prepares reports and initiates legal action, with approval of the director. Testifies at hearings and in court as necessary.
- Assists the general public in the office or by telephone with their complaints and questions regarding sanitation and environmental health matters. Gives advice on the prevention and resolution of problem matters and responds to complaints regarding potential environmental concerns.
- Works with various agencies such as the Michigan Departments of Community Health, Environmental Quality, Agriculture and Rural Development and others to jointly resolve environmental and public health problems.
- May post unsafe water supplies, unsafe bathing areas or other facilities deemed harmful to the public welfare.
- Approves licenses and issues permits for facilities and locations that are in substantial compliance with applicable regulations as determined through an on-site inspection or evaluation.
- Provides information to the public on interpretation of standards, analytical data, the significance and potential impact of various environmental hazards or public health concerns.
- Meets with community groups and local agencies regarding prevention and resolution of environmental health problems. Provides education and technical assistance to the public regarding sanitation and environmental health matters.
- Develops and writes environmental health policies, procedures, and codes for staff review.
- Performs a variety of office activities such as a preparation of reports on activities. Recommends action to the Environmental Health Director in cases where conditions exist which may be injurious to the public health.
- May train and/or consult with other Sanitarians and Registered Sanitarians.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

EMPLOYMENT QUALIFICATIONS: *(The qualifications listed below are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.)*

Education: Possession of a Bachelor's Degree in Environmental Health or a related field.

Experience: Three years of experience preferred, but not required.

Licenses & Certifications:

Possession of a valid Michigan driver's license.

Other Requirements:

Knowledge of:

- Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules and the democratic political process
- Plant and animal organisms, their tissues, cells, functions, interdependencies and interactions with each other and the environment
- The chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo including chemicals and their interactions, danger signs, production techniques and disposal methods
- Department mission, vision, goals, and objectives to carry out assignments
- Principles and processes for providing customer and personal services including customer needs, meeting quality standards for services and evaluation of customer satisfaction

Skill in:

- Communication with management, clients, and co-workers
- Active listening, asking appropriate questions, taking time to understand and not interrupting others
- Talking to others to convey information effectively
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Using scientific rules and methods to solve problems
- Understanding the implications of new information for both current and future problem-solving and decision-making
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions
- Computer applications such as Insight (MCHD's EHR), MI-WIC, Google docs, calendar, etc.

Ability to:

- Communicate information and ideas in speaking so others understand
- Apply general rules to specific problems to produce answers that make sense
- Communicate information and ideas in writing so others understand
- Combine pieces of information to form general rules or conclusions
- Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem
- Identify when something is wrong or is likely to go wrong
- Arrange items or actions in a certain order according to set rules

Physical Requirements: (This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements)

- Walking over uneven terrain to inspect proposed subdivisions, campgrounds, and building sites.
- Carries heavy items including equipment over uneven terrain.
- Climbing up and down ladders to gain access to heating and ventilation systems.
- Climbing up and down ladders to enter basements, crawl spaces, and attics.
- Ability to use augers to bore holes through heavy, dry soils.
- Crawling in crawl spaces and under houses to inspect plumbing and well construction.
- Bends, stoops, and kneels to inspect food service establishments, sewage treatment systems, water well construction sites, and other locations.
- Ability to enter and access information using a computer.

Working Conditions:

- Works outside in various types of weather conditions.
- Exposure to environmental hazards during course of investigations.
- Works with hostile individuals during the course of investigative/enforcement functions.
- May be called on at any time to respond to emergency situations.