

McDonough County Health Department
Job Description

Division: Environmental Health

Job Title: Sanitarian

Reports To: Environmental Health Director

Employee Name:

Salary Level: w/o LEHP; w/ LEHP

SUMMARY:

Provide health protection services to the public in environmental health, communicable disease, and public health preparedness programs including but not limited to food sanitation, potable water, sewage disposal, vector control, solid waste, toxic and hazardous substances, indoor air, indoor tanning, body art, housing, facility sanitation, public health emergency preparedness, tobacco enforcement and nuisances.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following. Other duties may be assigned.

Environmental Health

Arranges and schedules meetings and appointments with clients. Refer appropriate complaints to other agencies as needed. Answer the telephone and provide the public with information or take messages for other staff in EH as needed.

Inspects facilities and/or systems in accordance with applicable laws, regulations, codes, and/or ordinances. Discuss findings with facility manager/owner/representative; recommends corrective measures. Performs follow-up inspections to ensure correction of deficiencies. Assists with formal and informal compliance meetings.

Reviews plans for new or extensively remodeled facilities/systems for adherence to applicable rules, regulations, codes and/or ordinances. Recommends issuance of variances to Director. Performs inspections to assure implementation of plans.

Investigates complaints involving possible sanitary violations or nuisance conditions; offers advice on solutions; makes follow-up inspections to determine compliance with applicable laws, regulations, codes, and/or ordinances. Make referrals to other agencies as appropriate.

Assists with surveillance and control program to identify and record instances illness, to detect sources of contamination, establish factors that contribute to outbreaks, and recommend prevention and control measures and take appropriate action to prevent the spread of disease. Participates in epidemiological surveys including, but not limited to foodborne, waterborne, and vectorborne disease outbreaks.

Complete activity reports and records of inspection, investigation. Prepares various types of draft correspondence to accomplish compliance or document for legal action. Enters data into appropriate EH database. File documents and records as needed.

Collects under prescribed methods required environmental samples; performs field tests as prescribed.

Prepares and provides educational presentations for programs or workshops for schools, community, and target groups. Teaches food sanitation certification classes (8 hours). Proctors online food sanitation certification exam.

Responds to requests for general information regarding environmental health issues, laws, local ordinances, rules, and regulations; offer guidance on sanitation practices and principles; refer to other agencies as appropriate.

Attend meetings and trainings as required. Serve on committees within the MCHD and also outside the MCHD as assigned.

Develops and works on other projects as assigned. (Examples: develop fact sheets on environmental health topics; participate in training and execution of emergency preparedness activities and events).

Works in conjunction with McDonough County Health Department staff to promote awareness of McDonough County Health Department emergency response plans and procedures.

Provides requisite planning activity reports, budget submissions, and/or other required documentation for federal and state emergency response funding sources.

Assists with development of operational drills and/or exercise scenarios designed to train, test, and evaluate emergency response concepts or standard operating guidelines.

Adjusts emergency plans, procedures, or protocols to reflect changes and improve efficiency as appropriate.

Participates in related training programs as directed, completing courses, workshops, seminars, and other training to keep abreast of emergency planning issues and concepts.

Performs other related duties as assigned.

Responds to public health emergencies as required by the department or division administration.

Smoke-Free Illinois Act (SFIA)

Provides SFIA education to the community and business.

Follows up on SFIA complaints.

Conducts SFIA inspections and enforcement.

WORKING CONDITIONS/HAZARDS

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. While performing the duties of the job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts, dust and fumes, insect, and rodent infestation, human or animal excrement. The noise level in the work environment is usually moderate.

MINIMUM REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

Bachelor's degree in environmental health or related field with a minimum of 30 semester hours or 45 quarter hours in physical or biological sciences required.

Certificates, License, and Insurance

Licensed Environmental Health Practitioner, Certified Protection Food Manager and Instructor; current Illinois driver's license and accident liability insurance.

Skills, Knowledge, and Abilities

- Thorough knowledge of the modern principles, techniques, and practices of environmental health.
- Ability to perform technical inspections and make corrective recommendations following such inspections.
- Ability to establish and maintain effective working relationships with public and private groups and individuals.
- Ability to use laws, regulations, and interpretations in the control of the environment.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, engineering drawings or governmental regulations.
- Ability to write reports, business correspondence, and/or informational material that conform to appropriate style and format.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

JUDGEMENT, COMPLEXITY OF DUTIES

HIGH-Judgment involves applying knowledge of a specific discipline or field and working within defined program objectives, policies, and procedures to resolve practical problems or determine how to accomplish desired results.

SUPERVISORY RESPONSIBILITIES

Minimum. Little or no direct supervisor responsibility. Most of the time is spent performing the same work as members of the group. May occasionally act on Director's behalf during absence.

CONTACT WITH OTHERS

HIGH- Requires frequent contact with the Department, and with clients, public, and persons in authority, etc. to carry out division's programs. Inappropriate manners and handling will have a considerable effect on operating results. Effective interpersonal communication skills are required to explain, persuade, and obtain cooperation, approval, and/or written consent.

CONFIDENTIAL DATA

HIGH- Regular access to confidential records, which if revealed could result in loss of credibility to the Health Department within the community but has improbable exposure to financial liability.

SUPERVISION NECESSARY

BASIC – Requires only general supervision while working from general division policies and objectives. Refers specific matters to Director only when interpretation of Division or Department policies is deemed necessary.

EFFECT OF ERRORS

VERY HIGH – Errors could be difficult to detect and normally involve decisions not subject to detailed review. Losses could have considerable direct financial impact on or financial liability to the Department. May adversely affect relationships with small groups in the community. May involve critical information which the Department or groups within the community rely on to base important financial or other decisions, or an error in judgement that directly results in an individual’s hospitalization.

TRAVEL REQUIREMENTS

Requires extensive travel within the county, and occasional out-of-county travel for meetings. Occasional overnight travel may be required.

PHYSICAL DEMANDS

The Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MEDIUM WORK – While performing the duties of this job, the employee is frequently required to stand, walk; sit, use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and smell. The employee must regularly lift and/or move up to 25 pounds and occasional lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

SUPERSEDES ALL PREVIOUS JOB DESCRIPTIONS.

APPROVED BY: MCHD Administrator _____ Date: _____

I have read and understand the job described and agree to fulfill the position’s responsibilities to meet the defined standards.

Employee _____ Date: _____

Supervisor _____ Date: _____