**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 RESPONSIBILITES**

Duties include, but are not limited to, the following. Other duties may be assigned.

**Environmental Health**

Arranges and schedules meetings and appointments with clients. Refers appropriate complaints to other agencies. Answers the telephone and provides the public with information or takes messages for other staff in EH.

Inspects facilities and/or systems in accordance with applicable laws, regulations, codes, and/or ordinances. Discusses 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. Makes referrals to other agencies as appropriate.

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

Completes activity reports and records of inspection and investigation. Prepares various types of draft correspondence to achieve compliance and documents for legal action. Enters data into appropriate EH database. Files documents and records.

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

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

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

Attends meetings and trainings as required. Serves on committees within the MCHD as well as outside the MCHD as assigned.

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

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

Works in conjunction with McDonough County Health Department staff on emergency response plans and procedures. Assists with development of operational drills and/or exercise scenarios designed to train, test, and evaluate emergency response concepts or standard operating guidelines.

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 businesses.

Conducts SFIA inspections and enforcement. Follows up on SFIA complaints.

**WORKING CONDITIONS/HAZARDS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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 Food Protection 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.

• 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 RESPONSIBILITES**

Minimum. Little or no direct supervisory 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, clients, the public, and persons in authority, etc. to carry out division’s programs. Inappropriate manners and handling will have a considerable effect on division and department operations. 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 a 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 and continuing education. 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 occasionally 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.

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**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_