



PARK COUNTY POSITION DESCRIPTION

I. POSITION IDENTIFICATION

Work Unit: Health Department—Environmental Health

Supervisor: Health Department Director

Current Classification:

Pay Grade: 17 (\$17.66 to \$26.48)

Title: Lead Registered Sanitarian

Non-Exempt/ Full-time

II. ASSIGNED DUTIES AND TASKS

Position overview: Under general supervision of the Health Department Director, this position assists the department in assuring public health protection through environmental health standards in Park and Sweet Grass County.

This position must be a Montana Registered Sanitarian. Employees assigned to this full-time position must possess a comprehensive understanding of environmental health issues and will be responsible for performing technical and professional duties and responsibilities in the following programs: licensed establishments inspection and plan reviews, on-site wastewater, public water supply, septage disposal, public health emergency response, food and water borne disease investigation, and general sanitation complaints.

All duties below are essential functions unless otherwise indicated. Duties of the position are not all inclusive and subject to change.

- A. Inspects restaurants, day cares, schools, youth homes, trailer courts, motels, jails, public pools, body art and other establishments or public facilities to ensure compliance with state and local regulations.
- B. Conducts investigations of food, water and animal borne disease outbreaks; interviews victims, evaluates control methods and enforces relevant state regulation.
- C. Investigates public complaints and conducts field surveillance of environmental health violations. Conducts enforcement to ensure compliance with health regulations
- D. Issues septic permits and conducts inspections of onsite wastewater treatment systems.
- E. Education of food service workers and the public on environmental health topics to include food safety, water testing, indoor air quality, rabies control, residential livestock permits, and other environmental topics.
- F. Supervise environmental health sanitarian staff, follow all Park County policies and procedures, attend monthly Board of Health meetings and provide updates, responsible for staff development and assist with budgetary functions as needed.
- G. **OTHER DUTIES AS ASSIGNED:** Perform other duties as may be assigned from by supervisor.

III. KNOWLEDGE

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.

Working knowledge of the principles and practices of food and waterborne disease control, communicable disease control, epidemiology and environmental health. Working knowledge of the state and local rules, statutes and standards for licensed establishments including: retail food service establishments, public accommodations, trailer courts and campgrounds, day care centers, tattoo and body art facilities, swimming pools, and other licensed establishments. Working knowledge on licensing procedures and plan reviews for licensed establishments. Working knowledge of the theories, principles and practices of air and water pollution control, air and water quality, environmental monitoring and compliance inspections. Working knowledge of soil science, onsite wastewater treatment, public water systems, and working knowledge of bacterial analysis of water samples. Working knowledge of hazardous materials response policies and procedures.

Strong problem solving, analytical skills, and organizational skills are essential. Must be knowledgeable and have the ability to understand and interpret local, state and federal regulations and guidelines as pertain to environmental health issues. Strong interpersonal and communications skills necessary to work with various levels of the public. Working knowledge of business English, spelling, punctuation and math. Working knowledge of modern office practices, machines, and procedures. Excellent presentation, communication and executive skills; team building and analysis skills preferred. Self-starter; detail oriented.

Education and Experience

Minimum of a bachelor's degree in environmental health from an accredited college or university. Or an equivalent bachelor's degree, as determined by the Montana Board of Sanitarians. Two years' experience working directly with the public. Must have 1-2 years of experience in land-use environmental health standards.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Montana Driver's License

Certification by Montana Board of Sanitarians as a Registered Sanitarian

Montana certified public pool inspector and certified Body Art inspector.

Must complete continuing education as required to maintain RS license. Must travel extensively throughout the county for investigation, inspection, review, enforcement, and public education activities. Periodic travel outside of county and/or state required for educational conferences, professional meetings, public hearings, etc.

IV. ACCOUNTABILITY

The Sanitarian works independently within established time schedules for food service, public accommodations, trailer courts, water quality, septic permits and inspections, review all subdivision water & sanitation information as applicable, animal permits, and other duties. Ability to perform detailed work with a high degree of accuracy. Ability to multi-task, prioritize projects and meet deadlines and maintain confidentiality in written /verbal information; ability to work independently.

V. CONFIDENTIALITY

The position requires handling non-public confidential information. The person in the position acknowledges the confidential nature of non-public information regarding county employees and elected officials. Consistent with applicable policy and guidelines, this position will respect and safeguard the privacy of employees, elected officials and Park County and the confidential nature of information in accordance with Montana state law, without limiting the general nature of this commitment. This position will not access or seek to gain access to confidential information regarding any past or present employees, elected officials, and Park County in the course of fulfilling job responsibilities. The person in the position hereby acknowledges that the person understands that in this context, confidential information is considered all non-public information that can be personally associated with an individual.

If in the course of executing job responsibilities, the person in the position accidentally accesses information that others might consider inappropriate for this position to access, the person in the position will notify the person's supervisors of the date and time of the access. If a question arises at a later time, it will be understood that the access was accidental. The person in the position will not disseminate any such information.

By signing this Position Description, the undersigned hereby acknowledges reading and understanding this section regarding confidentiality and agrees to abide by the terms and conditions set forth herein. Violation of confidentiality may warrant disciplinary action, up to and including, suspension, demotion or termination of employment

VI. INDEPENDENCE OF ACTION

This position plans and carries out most assignments independently, and uses judgment and initiative to solve problems. Will work to develop and recommend new processing procedures in response to identifying process inefficiencies, frequent errors, etc. Work objectives and priorities are defined with the Health Department Director.

VII. PERSONAL CONTACTS

This position has contacts with other the public, county personnel, elected officials, department heads, business owners and vendors, licensed installers, site evaluators, professional engineers, state & local officials in order to be responsive to questions and inquiries regarding department of environmental health.

VIII. WORK ENVIRONMENT/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.

While performing the duties of this job, the employee is occasionally required to use hands to finger, handle or feel. The employee is required to frequently reach with hands and arms. On a regular basis, the employee is required to talk or hear. Requires occasional physical exertion. Requires walking or climbing over rough uneven surfaces.

The employee must occasionally lift and/or move up to 10 pounds; moving. Requires exposure to laboratory chemicals; toxic and hazardous materials. Will require occasional use of

protective clothing and equipment. Requires travel to remote sites, scheduled weekend work and exposure to extreme weather conditions.

The position requires the following special vision requirements: close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

IX. APPROVAL AND DATE

Commission:

Signature: _____ Date: _____

Name: _____

Signature: _____ Date: _____

Name: _____

Signature: _____ Date: _____

Name: _____

Department Head:

Signature: _____ Date: _____

Name: _____

Human Resource Manager:

Signature: _____ Date: _____

Name: _____

Employee:

Signature: _____ Date: _____

Name: _____