



## Registered Sanitarian

### General Definition of Work

Performs intermediate work providing environmental health services, inspections, investigations, enforcement and education, and related work as apparent or assigned. Work is performed under limited supervision of the Public Health Supervisor.

### Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function 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.*

### Essential Functions

Conducts inspections of licensed establishments including all restaurants, campgrounds, manufactured home parks, swimming pools, lodging establishments and recreational youth camps to insure compliance with Federal, State, and Local laws and codes; completes follow-up inspections according to the enforcement policy; inspects new establishments and change of operator establishments prior to licensing; reviews plans and specifications to determine compliance with applicable regulations; prepares and maintains records and reports as required.

Collects water samples for laboratory analysis; prepares and maintains records and reports as required.

Enforces the Counties' environmental health ordinances and applicable state codes; investigates, gathers evidence, makes reports, and initiates complaints for prosecution or public health nuisances' court processes; investigates environmental health and human health hazards; submits recommendation for corrective action, and follow-up to assure that appropriate action has been taken; participate in investigations of foodborne illness outbreaks; provide information and recommendations to the board of health and other agencies as requested; develops policies and procedures for the environmental health sanitation program.

Provides informational and educational services to citizens, officials, and agencies; organizes and conducts training courses in food handling and sanitary practices; provides general Environmental Health services; attends town and municipality meetings to present information to officials and to the public regarding environmental health programs; develops informational materials relative to environmental health programs and conducts public informational seminars; provides consultation on an individual and group basis regarding environmental health hazards and issues.

Assists in compiling data for annual and requested reports and public health data reports.

Attends all staff meetings, team meetings, trainings, workshops, conferences, and staff development opportunities.

Contributes to the development of organizational competencies that strengthen the quality and performance of public health practice and participates in organizational capacity building and training activities to advance public health competencies.

### Knowledge, Skills, and Abilities

Required Competency and Skills: Knowledgeable of Tier 1 Public Health Core Competencies and demonstrates commitment to increasing individual skills in all eight focus areas to include: Data Analytics and Assessment, Policy Development and Program Planning, Communication, Health Equity, Community Partnership, Public Health Sciences, Management and Finance, and Leadership and Systems Thinking.

Comprehensive knowledge of related industry, organization and department policies, practices, and procedures; comprehensive knowledge of related industry, organization and departmental legal guides, recommendations, best practices, ordinances, and laws; comprehensive knowledge of manuals, spec sheets, Material Safety Data Sheets (MSDS), maps and inspections reports, abatement orders, technical reports and plan review letters. Thorough knowledge of engineering or architectural drawings and electrical and mechanical diagrams. Thorough knowledge of standard office equipment, dishwashers, compass, pH meter, camera, LaMotte Pool and Color Q Pool testing kits, personal protective equipment, and flashlights; comprehensive knowledge of thermocouple, thermometer, soil borer and disinfection test strips. Thorough

knowledge of standard office software and standard accounting software. Ability to make arithmetic computations using whole numbers, fractions, and decimals; ability to compute rates, ratios, and percentages; ability to understand and apply governmental accounting practices in maintenance of financial records. Ability to establish and maintain effective working relationships with vendors, service providers, state and federal agencies, citizens, associates, and the public. Ability to maintain confidentiality.

### **Education and Experience**

Current registration with the State of Minnesota as Environmental Health Specialist/Sanitarian.

Or Bachelor's degree in environmental health, sanitary science or sanitary engineering, or related environmental health field that includes at least 30 semester or 45 quarter hour credits in the physical or biological sciences; and registration as an Environmental Health Specialist/Sanitarian within 2 years from the date of appointment; moderate experience in an environmental health field is preferred.

### **Physical Requirements**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects. This classification involves seldom physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non- weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, wearing a self-contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

Registration as an Environmental Health Specialist/Sanitarian within two years from the date of appointment.

Upon employment or within six months of hire training in: AWAIR, Employee Right to Know, NIMS, bloodborne pathogens, TB/respiratory protection, Emergency Action Plan, HIPAA, Data Practices, and fire training. Within one year of hire, must have successfully completed National Swimming Pool Foundation Certified Pool Operator training and University of Minnesota Onsite Sewage Treatment Program.

Valid driver's license in the State of Minnesota.

### **Acceptance Statement**

I have carefully read, understand, and accept the job description, including the qualifications, requirements, and physical demands of the position of Registered Sanitarian, with or without reasonable accommodation and I certify that I can and will perform the essential functions of the position.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_