

JOB DESCRIPTION

JOB TITLE: Environmental Health Specialist/Sanitarian	JOB CODE:
DEPARTMENT: Health Department SUPERVISOR'S TITLE: Environmental Health Manager	FLSA STATUS:
<u>POSITION SUMMARY</u> Under the supervision of the Environmental Health Manager, performs professional and technical duties related to environmental health programs and regulations with a focus on food safety and air quality.	

ESSENTIAL FUNCTIONS

1. Nature of Work: This position is involved in a variety of investigating, analyzing, regulating and coordinating functions related to implementing sanitary standards and environmental health programs for the county.
2. Personal Contacts: Frequent contact with the public, coordination of duties with other county employees and state agencies.
3. Supervision Received: Daily coordination of duties with Health Department Director in the performance of sampling, sanitary investigations, and inspecting.
4. Supervision Exercised: none

DUTIES AND RESPONSIBILITIES

- Reviews plans for new establishments to meet state licensing standards and inspects licensed establishments for compliance with state laws
- Investigates reports of foodborne illnesses, conducts education programs for food handlers
- Maintains record of inspection reports
- Develops and disseminates public information and educational materials
- Administers programs and directs activities for implementation and enforcement of the County Air Pollution Control Program and compliance with county, state, and federal air quality standards and regulations for solid fuel burning devices, road dust control, and open burning for public health protection
- Operates and maintains air sampling equipment and collects accurate data
- Maintains accurate records of air and water quality data and preparation of reports.
- Advises City-County Health Board, Air Quality Division of DEQ and Environmental Health and Food Safety Section of the Department of Public Health and Human Services
- Facilitates implementation of the county on-site wastewater treatment regulations. Conducts field surveys of systems locations, designs systems, evaluates and approves permit applications, issues permits, investigates and resolves system failures
- Conducts investigations of violations of Montana Safe Drinking Water Act and reports of surface and groundwater contamination at the request of State Water Quality Division of DEQ
- Performs water monitoring, provides information for well disinfection and water development, conducts water sampling and testing
- Performs other related duties as required

SCOPE OF RESPONSIBILITY

Evaluation of this position will be based primarily upon the preceding job description requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties
- Makes necessary health inspections
- Maintains accurate and timely records
- Prepares and submits accurate and timely reports

- Responds to citizen complaints and inquiries
- Enforces appropriate health regulations
- Displays tact, consideration, and cooperation when dealing with the public
- Observes work hours and demonstrates punctuality
- Establishes and maintains effective working relationships with employees, supervisors, and the public

JOB SPECIFICATIONS

Education: A bachelor's degree (BS) in environmental health or equivalent, including 30 semester hours in physical and biological health sciences

Other Requirements:

- Must take and pass the National Environmental Health Association Registered Sanitarian examination and license with the State of Montana as a Registered Sanitarian within 12 months of hire
- Requires a valid Montana driver's license

Knowledge, Skills, Abilities and Competencies:

- Requires a thorough knowledge of microbiology, chemistry, and environmental science as they relate to environmental health
- Requires a working knowledge of the practices and techniques of research and data collection used in environmental analysis.
- Ability to detect, evaluate, and resolve potentially unsanitary conditions and procedures, to keep track of new problems and developments
- Ability to work independently, to exercise one's authority
- Ability to communicate effectively orally and in writing
- Ability to follow verbal and written instructions
- Ability to establish effective working relationships with employees, supervisors, the public, and employees of other government agencies

WORKING ENVIRONMENT

- 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.

The above is intended to describe the key elements and requirements for the performance of this position. Employees may be required to perform other related duties and activities not specifically stated in this document.
