

# CARBON COUNTY MONTANA

## JOB DESCRIPTION FORM

Job Title: Sanitarian Director

Position#:

Department: Environmental Health

Reports To: Carbon County Commissioners

☒ Revised ☐ New ☒ Regular ☐ Temporary ☒ Non-Union ☐ Union

☒ Full-Time ☐ Part-Time Hours per week: 40.00 ☒ Nonexempt ☐ Exempt

Reason for opening:

Prepared By: Commissioners

Date: 12/10/18

I. **PURPOSE OF THE JOB** (What are the end results or objectives of this position? Why does the job exist? What are the primary responsibilities?)

The Environmental Health Department addresses the interaction between human health and the environment. Through a variety of programs and services, the department strives to provide public health protection, offer educational and training opportunities, supply timely and beneficial information, and enforce health protection standards as outlined by the State of Montana or Federal government guidelines.

The Sanitarian performs a variety of professional duties relating to environmental health, sanitation, and emergency preparedness helping protect people and communities from public health risks. Responsible for administration of state/county public health regulations

II. **ESSENTIAL FUNCTIONS** (What activities are required for the position to exist? Estimate the percentage of time spent in each.)

Review permit applications; site inspections; permit issuance; assist public in obtaining information; and respond to complaints.

Conduct field inspections of food service establishments, public accommodations, and children's camps, swimming pools, bathing beaches, septic systems, water and sewage treatment systems, nursing homes, hospitals, trailer courts, campgrounds, day care facilities, group homes, long term and adult care facilities, diagnostic and treatment centers and public school kitchens to ensure compliance with federal, state, and local health regulations.

Perform field tests and soil evaluations to ensure public water supplies, septic systems and water treatment facilities comply with federal, state, and local regulations. Document findings and deficiencies in inspection reports, and notify owner and state regulatory personnel of any recommended improvements to the water system or the details regarding corrective actions. Conduct follow-up inspections as necessary to ensure corrective actions are implemented and deficiencies are corrected.

Enforce health protection standards as outlined by the State of Montana or federal

government guidelines. Recommend appropriate action against violators of the health code and enforce codes pertaining to inspection of licensed establishments. Conduct sanitary surveys on food establishments, public accommodations, trailer courts, public pools and spas, schools, and day care facilities.

Provide technical and regulatory assistance to the public in response to routine regulatory questions or complaints related to various environmental health issues (e.g., indoor/outdoor air quality, water quality, septic problems, food safety, hazardous material spills, radon, new or emerging communicable diseases, rabid animals, etc.).

Analyze and review septic permit applications to ensure compliance with applicable state and federal regulations. Identify application deficiencies or areas of noncompliance and recommend approval or denial of applications based on analysis. Conduct site evaluations, inspect wastewater treatment system installation, soil testing, and perform groundwater monitoring. Issue septic permits in accordance with local regulations; and conduct well-water testing. Provide technical guidance for existing septic system troubleshooting, locating, and permit interpretation.

Analyze and review plans for new or remodeled food service establishments and public accommodations by examining plan designs (i.e. materials used, plumbing features and their layout, mechanical features, electrical plans, etc.) for compliance with laws and regulations. Provide assistance in correcting areas of noncompliance, coordinate permitting processes, and conduct specialized inspections of food services provided for temporary events.

Conduct health informational and educational meetings for the general public on a variety of health issues as directed. Participate in various meetings to promote improvements in the field of public health. Communicate rate and regulation updates and changes to the public. Participate in local and state rule and regulatory updates and changes.

Provide instruction and education to food service employees and others on safe food handling and prevention of illness. Conduct presentations and training courses for the public and the food service industry.

May investigate food-borne illness outbreaks in coordination with the communicable disease team. Analyze relevant information to identify suspected sources of the food-borne illness, investigate food-handling practices, and provide input for epidemiological studies detailing involved food, symptoms, and any related information to assist in determining causes and prevent future outbreaks.

Investigate complaints on unsanitary conditions and nuisances to determine whether public health laws are violated and recommend appropriate level of response based on analysis, or refer complainant to an appropriate source/agency for resolution. Maintain records and reports of findings. Collaborate with County Attorney for enforcement actions.

May be required to testify in court in matters relating to actions taken against violators of public health law.

Manage food and water deliverables for the DHEP Grant. Maintain Truck Wreck Protocol. Collaborate with Public Health for Emergency Preparedness Protocols; assist Disaster and Emergency Services as needed for emergency response / ICS.

III. **OTHER DUTIES AND RESPONSIBILITIES** (Responsibilities/important duties performed occasionally or in addition to the essential functions of the position.)

Perform other duties as assigned including but not limited to managing special projects, preparing activity reports, maintaining record, attending meetings and conferences, and participating in on-going training.	
IV.	<b>KNOWLEDGE AND SKILLS</b> (For each, indicate whether it is required, preferred, or desirable. Include licenses and certificates.)
<p>Required:</p> <p>Must have a degree in environmental health or equivalent from an accredited college or university and be or become, a licensed sanitarian with the Montana Department of Labor.</p> <p>Must have a good knowledge of all applicable laws, regulations, rules and ordinances.</p> <p>Must be able to work successfully and tactfully with the public.</p> <p>Must have good knowledge of geography, engineering, planning and general science.</p> <p>Must possess a valid Montana drivers license.</p> <p>Preferred:</p> <p>Food Protection Mgr Certification</p> <p>Pool/Spa Operator Certification</p> <p>Work on multiple projects at once.</p> <p>Work well without supervision</p> <p>Demonstrated knowledge of pertinent subject and regulations.</p>	
V.	<b>FISCAL RESPONSIBILITY</b> (Budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions.)
Prepare and monitor annual Sanitarian Budget	
VI.	<b>EXTENT OF PUBLIC CONTACT</b> (Within and outside the company)
Extensive contact with the public.	
VII.	<b>WORKING CONDITIONS AND ENVIRONMENT</b> (Necessary travel, unusual work hours, unusual environmental conditions, etc.)
Work involves both office and field duties. Office work is primarily administrative. Field work includes inspections and site evaluations.	

**VIII. PHYSICAL REQUIREMENTS TO PERFORM THE ESSENTIAL FUNCTIONS**  
(The essential duties of this position involve the following level of physical activity:)

Physical Activity	Definition	Check one that best describes the frequency			
		Never	Occasionally	Frequently	Continually
Repetitive Motion	Repeating movements of arms, hands, wrists	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talking	Express or exchange ideas verbally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing	Perceive sound by ear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Seeing	Obtain impressions through the eye	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Activity Level	Definition	Check One
Sedentary	Occasionally lifting/carrying up to 10 pounds or pushing/pulling small objects Sits most of the time Infrequent to occasional walking or standing	<input type="checkbox"/>
Light	Frequently lifting, carrying, pushing or pulling up to 10 pounds <i>and/or</i> occasionally lifting, carrying, pushing or pulling up to 20 pounds Frequent walking or standing or sitting most of the time and using arms or legs to push/pull	<input type="checkbox"/>
Medium	Occasionally lifting, carrying, pushing or pulling 20-50 pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 10-20 pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling up to 10 pounds Occasional to frequent walking or standing	<input checked="" type="checkbox"/>
Heavy	Occasionally lifting, carrying, pushing or pulling 50-100 pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 20-50 pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling 10-20 pounds Occasional to frequent walking or standing	<input type="checkbox"/>
Very Heavy	Occasionally lifting, carrying, pushing or pulling 100+ pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 50+ pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling 20+ pounds Occasional to frequent walking or standing	<input type="checkbox"/>

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other duties upon the request of the supervisor or other governing entity.

For HR Use Only

☒ Approved ☐ Denied

By: Bill Bullock

Date: December 10, 2018

Comments: