SUPERVISORY RESPONSIBILITIES:
Provides direct supervision of the Environmental Health staff.

ESSENTIAL JOB FUNCTIONS:

- Provides oversight and trains environmental health staff in inspections and enforcement work to ensure competency, consistency and standardization. Monitors and recommends training as needed.
- Monitors and evaluates environmental health programs and services, activity levels, assignments and makes adjustments as necessary to ensure objectives are met.
- Oversees development and maintenance of adequate environmental health records, statistical data and reporting.
- Investigates environmental complaints regarding housing, garbage and rubbish disposal, rodent and insect infestations, noise, air and water quality, disease vectors, mosquito control, lead paint, unsanitary environmental conditions and food or water-borne diseases.
- Assists the Director of Health in enforcement of the Connecticut Public Health Code, Connecticut General Statutes and all other applicable laws, regulations, codes and ordinances. Develops and recommends environmental health enforcement orders.
- Reviews construction plans and makes necessary inspections and investigations of regulated facilities and installations including food service establishments, day care centers, motels, public swimming pools, septic systems and drinking water supply wells. Issues permits.
- Educates owners, operators and staff of regulated facilities. Promotes training programs, gives public health advice to the public and facility personnel.
- Responds by telephone, in person, or in writing to persons seeking information regarding health rules and regulations, specific complaints, license requirements, and other environmental health problems.
SUPERVISING SANITARIAN

ESSENTIAL JOB FUNCTIONS: continued

- May serve as the Agent of the Director of Health.
- Prepares monthly reports, reports of inspections and investigations and other reports.
- Performs related work as required.
- Participates in public health programming as required.
- Conducts child lead case management using the CT Department of Public Health, Maven: Lead Surveillance System.
- Assists the Director of Health with performance evaluations of environmental health staff.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of inspection and investigation techniques; knowledge of the causes, impacts of, and solutions to current public health problems.
- Considerable knowledge of the sanitary sciences, including bacteriology, biology, chemistry and personal hygiene.
- Considerable knowledge of and the ability to interpret, analyze, explain and to firmly and tactfully enforce the laws, ordinances and regulations pertaining to environmental health.
- Ability to communicate effectively, both orally and in writing and to follow oral and written directions.
- Ability to read and interpret statistical data, laboratory test results, maps and construction plans.
- Ability to establish, prepare and maintain various complex records, files and reports, including computerized records and reports.
- Ability to be a team player and a team leader and to establish and maintain effective working relationships with District staff and the public.
- Strong organizational skills and an ability to work effectively with minimum direct supervision.
- Strong interpersonal skills with a desire to work collaboratively with individuals, groups, multiple agencies, the general public, and diverse communities.
- Strong computer skills and ability to use the computer software utilized by the District.
- Knowledge of disease and injury causation and control techniques.
- Understanding of the structural aspects of buildings including plumbing, electrical wiring, heating systems, ventilation, waste disposal and water supply.
- Knowledge of public health sampling and testing techniques, and laboratory procedures.
- Ability to prepare and present oral and written statistical, narrative and technical reports.
- Ability to investigate, analyze and evaluate environmental health problems and propose solutions.

ADDITIONAL DUTIES:

- May be required to work evenings and weekends.
- Provides emergency “on-call” coverage.
- Participates in professional education/training.
SUPERVISING SANITARIAN

PHYSICAL AND MENTAL CONDITIONS / WORK ENVIRONMENT: see attached

DESIRED QUALIFICATIONS:

- Bachelor’s Degree from an accredited college or university in Environmental Health, Public Health, or related field and five years of experience in the field of environmental health or related field; or, Master’s Degree from an accredited college or university in Environmental Health, Public Health, or related field and three years of experience in the field of environmental health or related field.

SPECIAL REQUIREMENTS:

- Must provide personal transportation and have a valid Connecticut Class 2 driver’s license.
- Certification as a Connecticut Registered Sanitarian.
- Phase I and II Subsurface Sewage Disposal Certification from the State of Connecticut.
- Food Establishment Inspector Certification from the State of Connecticut.

The above job description is illustrative and not a complete itemization of all facets of the job.

Approved by Board of Health 2/20/14
SUPERVISING SANITARIAN

PHYSICAL AND MENTAL CONDITIONS / WORK ENVIRONMENT:

Required for essential duties. Reasonable accommodations will be considered under the Americans with Disabilities Act. This list is not all inclusive and may be supplemented as necessary.

- Must be mobile with the ability to get from one location in the office or work site(s) to other locations in and outside from the primary office or work site(s).
- Ability to reach and bend, and push/pull or lift objects less than fifty pounds.
- Mobility to inspect sites which may include walking over rough terrain and climbing and crawling in the examination of test pits.
- Ability to perform manipulative skills such as writing, using a keyboard and/or calculator with accuracy.
- Ability to see and read objects closely as in reading/proof reading narrative or financial reports. Ability to read plans, maps or diagrams and read from a computer monitor. Ability to see objects far away as in driving. Ability to discriminate between colors.
- Ability to hear normal sounds with background noise as in hearing/using a telephone. Ability to distinguish verbal communication and communicate through speech.
- Ability to maintain files and records and make mathematical calculations using a calculator.
- Ability to concentrate on complicated detail and complex issues for more than three hours at a time with some interruption, pressure and changing priorities.
- Memory to perform multiple and diverse tasks over long periods of time and ability to remember information that has been read, studied or previously learned.
- Ability to use knowledge and reasoning to solve complex problems.
- Ability to learn and apply new information, methodologies, techniques and legislation applicable to departmental activities.
- Works in typical office setting subject to interruptions, heavy traffic flow and heavy work volume expectations and performs outside inspections which include exposure to fluctuations in temperature and seasonal weather. May be exposed to dust and electromagnetic radiation from computer monitors. May be exposed to body fluids, hazardous wastes material, toxins and/or poisonous substances.

Approved by Board of Health 2/20/14