

**Town of Natick  
Job Description**

<b>Position Title:</b>	Sanitarian	<b>Grade Level:</b>	2
<b>Department</b>	Public Health	<b>FLSA Status</b>	Exempt
<b>Reports to:</b>	Director of Public Health		

**Statement of Duties:** The employee enforces and carries out regular work in accordance with Federal, State and local environmental sanitary laws and health regulations, state and local permit and licensure requirements, specific legal mandates, and other rules, regulations, by-laws and advisory requirements.

**Supervision Required:** The employee works under the Director of Public Health and the Senior Environmental Health Specialist.

**Supervisory Responsibility:** Normally, this is not a supervisory or management class, but employee may be directed to pass on work assignments to seasonal employees and consultants by department head, Senior Sanitarian, Environmental Health Agent and provide guidance to them.

**Accountability:** The employee is responsible to carry out the regulations, policies and procedures governed under the Commonwealth of Massachusetts, Town of Natick and the Board of Health; must follow the Code of Ethics and the guidelines set under the conflict of Interest Laws.

**Judgment:** Many decisions can be carried out by following public health codes and regulations but on occasion the employee may be required to make judgment based on best practices, professional judgment or interdepartmental collaboration when dealing with in-office visitors or during out-of-office field inspections.

**Complexity:** Work at this level falls into a number of categories, some of which are routine in nature, but many of which are complex calling upon incumbent's training and experience to produce effective and oftentimes corrective actions. While there is guidance available, oftentimes, specific situations do not have a great deal of precedence to rely on, and yet employee is expected to be able to deal with them in a reliable and technically competent manner.

**Confidentiality:** Majority of the work is considered public record but there are occasions when the employee must determine when the identity or information should be protected from public knowledge or record; in certain instances the HIPPPA Law may be in effect with patient medical records.

**Work Environment:** Work is performed in many different environments, ranging from an office to business establishments to hazardous waste sites, frequently having traverse rough terrain to carry out inspections. Potential and actual health hazards have to be encountered, and

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incumbent must utilize all necessary precautions. The employee may interact with persons who are irate or hostile, and must be able to convince such persons of compliance needs. Intermittent meetings are during evening hours, calling for the employee's attendance.

**Nature and Purpose of Contacts:** Personal contacts in this work are both numerous and varied, such as; business owners to encourage compliance with laws and regulations, engineers to secure the installation of adequate septic disposal systems, architects and business owners designing new or remodeled food establishments, with food handlers in training them in acceptable procedures for handling of food products, other town, state or federal officials, members of the general public who may or may not have responsibility for compliance with health code for any number of good and solid reasons and purposes, numerous English-is-second-language speaking individuals during certain inspection settings.

**Occupational Risks:** Risks include possible exposure to communicable disease and environmental hazards, hazardous materials, rodents, vectors rough terrain and construction sites, squalor during housing inspections, hot and sharp objects during food service inspections and extreme weather conditions.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Performs responsible and technical work in a public health department, carrying out a wide variety of public and environmental health assignments.
- Enforces State and local laws, codes and regulations pertaining to public and environmental health.
- Inspects a variety of food establishments, such as: restaurants, markets, school cafeterias, bakeries, vending machines, nursing homes, day care facilities, hospital, mobile food trucks, catering establishments, farmers market, and other locations dealing with food products. May issue fines, schedule administrative hearings or request temporary or emergency closures in accordance with applicable laws or established policies and procedures.
- Conducts inspections of motels, hotels, recreational camps, health clubs, stables, swimming pools, tanning facilities, bathing beaches and nuisance complaints.
- Reviews plans for swimming pools, sub-surface sewage disposal systems, for restaurant construction and for underground storage tank installation.
- Investigates complaints and follows through on same.
- May attend administrative hearings and court cases involving findings of field

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work.

- When directed, conducts inspections of off-street drainage, solid waste, and noise, water and air pollution.
- May provide assistance in inspecting housing and in conducting percolation tests and water table determination tests.
- Issues correspondence, letters and orders of compliance relative to the environmental health field inspections with input and advice of the Director and environmental inspectional staff in complex cases.
- Employee functions with a high level of independence within a broad scope of established regulatory and board of Health requirements; referring specific problems to the Director of Public Health when legal action is required.
- Attend training and education sessions in order to keep up with ever changing public health laws and procedures.
- Performs other related duties of the class, as required.

### **Recommended Minimum Qualifications:**

**Education and Experience:** or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- In addition to formal training, incumbent should have experience performing technical responsibilities in a public health or environmental health facility, or in an agency providing technical assistance in these areas for a private or public organization.
- A candidate for this position must have received a Baccalaureate Degree in public or environmental health from an accredited four year college or university.
- Candidate must be a Registered Sanitarian in the Commonwealth of Massachusetts or other recognized jurisdiction, a nationally Registered Environmental Health Specialist or be academically qualified to take the certification within one year of appointment.
- Must possess within one (1) year of hire: a food management sanitation certificate, lead determination certification, Certified pool Operator's License and within two years of hire soil evaluator's certification.
- Candidate should be in good physical health.

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- Must hold a valid Massachusetts Motor Vehicle Operator's license
- Be able to demonstrate possession of the required knowledge, skills and abilities to perform the work.

**Knowledge, Abilities and Skill**

Knowledge:

- Considerable knowledge of Federal, State and local laws, codes and regulations pertaining to public and environmental health areas.
- Working knowledge of public and environmental health principles, practices and techniques.
- Working knowledge of investigatory methods to discern potential health problems and issues'.

Abilities:

- Working knowledge of and ability to interpret and explain State and local laws and regulations pertaining to public and environmental health to others.
- Ability to work independently and without close supervision and to direct and carry out the policies and procedures of the department.
- Ability to prepare technical, narrative reports relating to findings and recommendations.
- Ability to establish and maintain harmonious relationships with others.
- Ability to communicate effectively with others, both orally and in writing.

Skill:

- The ability to adapt to any situation and possess the necessary judgment and communication skills to reinforce the policies, procedures and regulations set forth by the Town, the health department and the applicable laws governed by the Commonwealth of Massachusetts.
- Must possess good computer and electronic skills.

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### **Physical and Mental Requirements**

*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 position's essential functions.*

#### **Physical Skills:**

- Must be mobile, able to climb stairs, bend, kneel, etc., during the course of conducting inspections and taking samples.
- There may be extended periods of standing and walking on various terrain and surfaces and carrying of field equipment.

#### **Motor Skills:**

- Ability to maneuver and stand for periods of time in various conditions and settings while conducting field inspections, properly fill out inspection forms and write clear and neat.

#### **Visual Skills:**

- Must be observant and assess visuals quickly and completely in order to conduct thorough filed inspections.

*This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*