

Town of Natick

Job Description

Position Title:	Sanitarian	Grade Level:	2
Department	Public Health	FLSA Status	Exempt
Reports to:	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 in collaboration with the Senior Environmental Health Specialist and Environmental Health Agent.

Supervisory Responsibility: Normally, this is not a supervisory or management class, but employee may be directed to pass on work assignments or guidance to seasonal employees and consultants or to pass on assignments as directed by the Director of Public Health.

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 to 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 or weekend events, calling for the employee's attendance.

Nature and Purpose of Contacts: Contacts are numerous and varied, such as: the general public for information, education or compliance purposes; engineers, architects, designers for plan review and permit approval; contractors for general construction or certificate of occupancy approval; installers for septic system construction; business owners for compliance inspections of food establishments, swimming pools, day camps, etc.; other town, state or federal officials for various purposes; tenants and landlords for sanitary housing inspections; other town departments and numerous English-as-a-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~~, livestock, swimming pools, tanning facilities, bathing beaches and nuisance complaints.
- Reviews plans for construction of swimming pools, septic systems, food establishments, private wells and ~~for~~ underground storage tank installation.
- Performs soil evaluations for septic systems, infiltration and drainage
- Investigates complaints and follows through on the same.
- May attend administrative hearings and court cases involving findings of fieldwork.

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- Assess health risks and conducts inspections of off-street drainage, solid waste, vector control and noise, water and air pollution.
- Conducting percolation tests and water table determination tests for septic systems and drainage as directed by the Director of Public Health.
- Inspect and evaluate housing facilities for conformance to Chapter II of the State Sanitary Code; Minimum Standards of Fitness for Human Habitation including enforcement of the Childhood Lead Paint Poisoning Prevention law (CLPPP) when applicable.
- Issues correspondence, letters and orders of compliance relative to the environmental health field inspections with input and advice of the Director and in collaboration with environmental inspectional staff in complex cases.
- Acts as a liaison and represents the department on committees or at meetings at the request of the Director of Public Health.
- 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
- May represent the Town by preparing cases for court. Prepares and presents monthly reports to the Director of Public Health. Presents reports and attends Board of Health Meetings upon request.
- Attend training and education sessions in order to keep up with ever changing public health laws and procedures and maintain required certifications.
- 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, biology or earth science from ~~from~~ an accredited four-year college or university.

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- 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 maintain Continuing Education Units (CEU's) in order to retain required certifications to perform the duties of the position.
- 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.
- Must hold a valid Massachusetts Motor Vehicle Operator's license.
- Be able to demonstrate possession on the required knowledge, skills and abilities to perform the work.

Knowledge, Abilities and Skill

Knowledge:

- Knowledge of Federal, State and local laws, codes and regulations pertaining to public and environmental health.
- Working knowledge of public and environmental 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 Federal, State and local laws and regulations pertaining to public and environmental health to others.
- Ability to work independently and to direct and carry out the policies and procedures of the department.
- Ability to prepare technical, narrative reports relating to findings and

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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 judgement and communication skills to reinforce the policies, procedures and regulations set forth by the Town, the Health Department, Board of Health and the applicable laws governed by the Commonwealth of Massachusetts.
- Must possess good computer and electronic skills.

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 the 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 field inspections and taking samples.
- There may be extended periods of standing and walking on various terrain, weather conditions and surfaces and carrying of field equipment.
- Travel by car within the Town and neighboring communities.

Motor Skills:

- Properly fill out inspection forms and write clear and neat, stand for long periods of time and ability to maneuver in various conditions and settings to perform field inspections.

Visual Skills:

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- Observe and assess visuals quickly and completely in order to perform thorough inspections.

This job description does not constitute an employee 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.

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