

LEDGE LIGHT HEALTH DISTRICT

Job Description Sanitarian I

I. CLASSIFICATION:

This is a non-exempt, regular employee position. This may be a full or part-time position, dependant on the needs of the District. This is an entry-level, non-supervisory position.

II. PURPOSE:

The primary responsibility of this position is the enforcement of the Connecticut Public Health Code, Connecticut General Statutes and District Codes through duties and activities assigned by the Assistant Director for Environmental Health.

III. SUPERVISION:

This position reports to the Environmental Team Lead(s). This entry-level employee will become proficient in various techniques and procedures on the job. It is therefore expected that, from time to time, the Sanitarian I will be asked to accompany other staff members in the field and may be asked to take supervision or direction from them.

V. SPECIFIC RESPONSIBILITIES: (Examples – not a comprehensive listing)

- Inspects food service establishments required to be inspected by State or local law, ordinance or regulation.
- Investigates various complaints in the jurisdiction of the District.
- Collects water samples and inspects public beaches and public swimming pools.
- Inspects lodging establishments.
- Inspects cosmetology establishments.
- Performs other related environmental duties including, but not limited to, on-site subsurface investigations and inspections, septic design plan review, private well regulation and quality monitoring, and other delegated responsibilities.
- Prepares reports of inspections and investigations and keeps such other such records as are needed and/or requested by the Director of Health, the Deputy Director or the Environmental Team Lead(s).
- Prepares and presents information to the public through public speaking engagements.
- Provides courier services for environmental health activities, when necessary.

- Other duties as are required or requested.

VI. Minimum Qualifications:

- Bachelor's Degree with major studies in environmental health, science, or public health. A combination of education and experience may be considered in lieu of a four-year degree.
- Certification by the State of Connecticut in Food Service
- Certification in Phase I On-Site Subsurface Sewage Disposal Systems.
- Obtain certification in Phase II On-Site Subsurface Sewage Disposal Systems within one year from the date of employment. (The employee may apply for a waiver or adjustment of this time frame if the State's schedule of Phase II classes and tests do not allow for completion within one year.)
- Computer skills, including Microsoft Word and Excel, and email capabilities.
- Ability to relate well with all segments of the public.
- Ability to produce accurate work in a timely fashion.
- Must have a valid driver's license.

VII. Personal Attributes:

Ability to present ideas in an easily understood manner, to use proper judgment and tact, to work within the government structure, and to work with the staff as a team player.