

POSITION DESCRIPTION FOR REGISTERED SANITARIAN II

POSITION PURPOSE:

This position, under the supervision of the Director of Environmental Health, performs technical and diversified general duties in the area of environmental health.

ESSENTIAL DUTIES:

Enforces public health rules and regulations related to local and state ordinances.

Investigates citizen complaints regarding possible environmental health and safety hazards.

Plans programs and remedies to prevent and correct environmental health and safety hazards.

Inspects food and drinking establishments, temporary restaurants, and vending machines to determine compliance with appropriate health and sanitation requirements of local and state ordinances.

Reviews plans and blueprints for newly constructed or remodeled food and drinking establishments, pet stores, rooming houses, and appropriate businesses.

Coordinates epidemiological surveys, including but not limited to foodborne illness outbreaks – seeks to determine the cause and control/correction methods of environmental hazards.

Inspects public swimming pools for violations of local and state ordinances and conducts appropriate water quality testing.

Conducts housing inspections to determine compliance with the minimum housing standards established by local ordinance, including but not limited to potential plumbing, electrical, heating, and lead bearing paint violations.

Inspects premises for the accumulation and storage of solid waste and nuisance vehicles. Coordinates animal bite investigations and issues appropriate orders for licensing and vaccination violations.

Conducts systematic inspections in neighborhoods to determine compliance with exterior maintenance, nuisance vehicle, and animal control ordinances.

Conducts inspections of pet shops, adult oriented establishments, and rooming houses to determine compliance with local and state ordinances.

Collects appropriate environmental samples for testing (e.g., water, ice, and food).
Packages rabies specimens for shipment and testing.

Issues written orders and referrals to correct environmental health violations.

Issues Municipal Court citations and fines for violations of local and state ordinances.

Maintains a database of inspection activities related to environmental health programs.

Completes activity reports, detailed records of inspections, investigations, and correspondence.

Coordinates one or more environmental health specialty programs, including but not limited to the pre-inspection, lead poisoning prevention, swimming pool inspection, environmental sampling, rabies and animal control, vending machine inspection, radiation response preparedness, temporary restaurant, and foodborne illness investigation programs.

Orders necessary equipment related to appropriate environmental health specialty programs.

Provides testimony, under oath, in Municipal Court and Health and Sanitation Appeal Board meetings regarding environmental health violations.

Trains and coordinates activities of the environmental health summer intern and visiting students.

Conducts education outreach at community centers and Neighborhood Watch meetings.
Teaches safe food handling techniques in a classroom setting to restaurant and temporary restaurant vendors.

Participates in continuing education and environmental health training programs at the state and local level.

Answers inquiries from the public and provides information related to local and state environmental health ordinances.

Composes and types letters, forms, reports, and orders.

Maintains a consistent and reliable attendance record.

ASSOCIATED DUTIES:

Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

To be considered for a Sanitarian II position, an applicant must submit evidence of completion of one of the following combinations of training and experience and must be currently registered as a sanitarian with the State of Wisconsin:

- a) A baccalaureate or higher degree in environmental or public health sanitation from an accredited college or university with academic credits in physical, biological, and environmental health areas,
- b) A baccalaureate or higher degree from an accredited college or university and two years of employment in the field of environmental health,
- c) Two years of training at an accredited community college or technical institute with major courses in the physical, biological, or environmental health area and three years of employment in the field of environmental health,
- d) A high school diploma and eight years of employment in the field of environmental health.

Ability to interpret and apply state and local laws, regulations, and rules relating to environmental health.

Ability to explain laws to the public and establish and maintain effective public relationships.

Ability to establish and maintain effective working relationships with staff, city departments, and community agencies and partners.

Ability to write analytical reports in a clear and concise format.

Ability to perform visual inspections of private residences.

Ability to speak publicly regarding environmental health issues.

Working knowledge of computers and software, including word processing and database programs.

Must have a valid Wisconsin driver's license, reliable automobile, and appropriate automobile insurance as prescribed by the City.

PHYSICAL DEMANDS OF THE POSITION:

Standing, walking, sitting, driving, kneeling, crouching, climbing stairs, bending, twisting, balancing, and stooping.

Reaching, feeling, talking, hearing, and seeing.

Handling, grasping, writing, etc.

Lifting and carrying up to 35 pounds.

ENVIRONMENTAL CONDITIONS:

Requires interior and exterior inspections of private residences, restaurants, schools, and businesses under varied conditions.

Requires exterior property inspections in all types of weather.

Air-conditioned office environment.

Exposure to a fast-paced, stressful working environment.

EQUIPMENT USED:

Automobile, computer, fax, phone, camera, digital camera, XRF-analyzer, sound level meter, video camera, copy machine, flashlight, light meter, and other inspection related equipment.

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