

ENVIRONMENTAL HEALTH SANITARIAN

FUNCTION OF THE JOB

Under supervision, assists in the enforcement of environmental and public health laws and regulations and in the promotion of accepted principles of environmental health; and performs other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Makes inspections of heating and ventilation systems, lighting, plumbing, and general sanitation of homes, businesses, and public places.
2. Collects facts and records data on air, noise, and food quality, private water and sewage systems, beaches, garbage and refuse disposal sites, and health nuisances.
3. Conducts sanitary surveys of facilities such as retail establishments, restaurants, hotels, recreational facilities, and other licensed establishments.
4. Following investigation, determines extent of compliance in accordance with established laws and regulations, and orders necessary corrections.
5. Interprets data from investigation of public health nuisances and submits recommendations for corrective action.
6. Collects samples for laboratory analysis.
7. Performs variety of tests on air, water, soil, and food.
8. Maintains a high level of customer service by ensuring that inquiries are answered in an efficient and courteous manner, and complaints are investigated in accordance with established priorities.
9. Participates in training seminars and civic meetings to promote acceptance of environmental health regulations.
10. Maintains records and prepares reports.
11. Assists in epidemiological investigations.
12. Reviews applications and plans for compliance with applicable codes and regulations.
13. Establishes and maintains effective working relationships with public health officials, professional and lay groups, and the general public.
14. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Considerable knowledge of basic principles and practices of environmental health.
2. Considerable knowledge of applicable environmental health laws and codes.
3. Considerable knowledge of testing equipment used in the evaluation of air, water, soil, and food.
4. Working knowledge of computerized department program software, internet access, and database, spreadsheet, and word processing programs.
5. Working knowledge of standard office equipment, including telephones, fax machines, keyboards, copiers, printers, scanners, shredders, and department/division specific equipment.
6. Ability to secure facts through investigations and inspections and effectively analyze and interpret them.
7. Ability to recommend corrective action to eliminate public health nuisances.
8. Ability to effectively promote compliance of environmental health regulations.
9. Ability to write accurate reports.
10. Ability to establish and maintain effective working relationships with public health officials, professional and lay groups, and the general public.

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QUALIFICATIONS (continued)

11. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
12. Ability to utilize word processing database, and spreadsheet programs.

Training and Experience

1. Graduation from a recognized college or university with a Bachelor's Degree in Environment Health, or a closely related field with major courses in bacteriology, biology, chemistry, or related sciences.

OR

- Graduation from a recognized college or university with any degree plus two years of professional work experience in Environmental Health.
2. Registered Sanitarian through the State of Wisconsin or Registered Environmental Health Sanitarian through the National Environmental Health Association within three (3) years of employment.
 3. Certification applicable to work assignment, as designated by management, within six (6) months of employment and/or within six (6) months of a change in work assignment.