

## LEAD ENVIRONMENTAL HEALTH SANITARIAN

### FUNCTION OF THE JOB

Under supervision, functions as a lead worker in the enforcement of environmental and public health laws and regulations and in the promotion of accepted principles of environmental health: to provide assistance, guidance, training and support to Environmental Health Sanitarians; and performs other duties as required.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Orients and trains employees in proper inspection and hazard analysis, critical control point procedures.
2. Assumes lead Environmental Health role in foodborne illness outbreak investigations.
3. Coordinates and performs Standardization exercises (as established by the Food and Drug Administration) with all Environmental Health Sanitarians.
4. Assumes lead worker responsibilities in ensuring compliance with required work procedures and established inspection schedules.
5. Performs inspections of heating and ventilation systems, lighting, plumbing, and general sanitation of homes, businesses, and public places.
6. Collects facts and records data on air, noise, food, private water and sewage systems, beaches, garbage and refuse disposal sites, and health nuisances.
7. Conducts sanitary surveys of facilities such as retail establishments, restaurants, hotels, recreational facilities, public pools, school lunch programs, and other licensed establishments.
8. Following investigation, determines extent of compliance in accordance with established laws and regulations, and orders necessary corrections.
9. Interprets data from investigation of public health nuisances and submits recommendations for corrective action.
10. Collects samples for laboratory analysis.
11. Performs variety of tests on air, water, soil, and food.
12. Assists in developing, recommending and implementing approved policies and procedures.
13. Maintains 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.
14. Participates in training seminars and civic meetings to promote acceptance of environmental health regulations.
15. Maintains records and prepares reports.
16. Assists in epidemiological investigations.
17. Assists in the interviewing and selection process.
18. Reviews applications and architectural plans for compliance with applicable codes and regulations.
19. Establishes and maintains effective working relationships with public health officials, professional and lay groups, and the general public.
20. May assume Division duties in the absence of the Environmental Health Manager.
21. Performs other duties as required.

### QUALIFICATIONS

#### Essential Knowledge and Abilities

1. Comprehensive knowledge of basic principles and practices of environmental health.
2. Comprehensive knowledge of applicable environmental health laws and codes.
3. Comprehensive knowledge of testing equipment used in the evaluation of air, water, soil, and

## QUALIFICATIONS

### Essential Knowledge and Abilities (continued)

- 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.
- 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 Environmental Health, or a closely related field with major courses in bacteriology, biology, chemistry, or related sciences, and two (2) years of professional work experience in Environmental Health.

OR

- Graduation from a recognized college or university with any degree, plus four (4) 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.
- 3. National Environmental Assessment Reporting System (NEARS) certificate through the Center for Disease Control and Protection (CDC) within one (1) year of employment (Licensing Sanitarian).
- 4. Certificate of Standardization through the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) as established by the Food and Drug Administration (FDA) within one (1) year of employment (Licensing Sanitarian).
- 5. 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. This may include but is not limited to:
  - a. Certified Soil Tester
  - b. Private On-site Waste Treatment Systems Inspector
  - c. Well Inspector
  - d. Certified Professional in Food Safety (CP-FS)
  - e. Certified Pool Operator/Aquatics Facility Operator (CPO/AFO)
  - f. Lead Risk Assessor