East Shore District Health Department
Position Description
Part-time Sanitarian

<table>
<thead>
<tr>
<th>Location:</th>
<th>East Shore District Health Department, 688 East Main Street, Branford, CT</th>
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<tbody>
<tr>
<td>Reports to:</td>
<td>Director of Health/Assistant Director of Health</td>
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<tr>
<td>Position Status:</td>
<td>Temporary Part-Time</td>
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<tr>
<td>Weekly Hours:</td>
<td>19 (Varied Schedule with nights and weekend required)</td>
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<tr>
<td>Affiliation:</td>
<td>Union</td>
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**General Statement**
Under general supervision, this position will be responsible for performing work in the area of environmental health; including, but not limited to, food establishment inspections, cosmetology inspections, and temporary food event inspections.

**Distinguishing Characteristics**
Incumbents perform the full range of duties in the enforcement of public health laws and regulations relating to environmental health, housing, and property maintenance. Work may be performed in emergency situations, requiring the ability to multi-task and respond to situations promptly, professionally, and accurately. This is a responsible field and office position involving the promotion and enforcement of environmental health laws and regulations. Works under the general supervision of the Assistant Director of Health and assists Registered Sanitarians. Works within the framework of applicable policies and procedures, program objectives and recognized public health practices.

**Essential Duties and Responsibilities**
Provides consultant services relating to environmental health and code compliance problems; advises property and business owners of violations and methods of correction.

Plans and conducts routine environmental health and housing code compliance inspections and investigations to determine the existence of problems or violations and their causes.

Conducts and investigates environmental complaints regarding but not limited to housing, garbage and rubbish disposal, rodent and insect infestations, noise, air and water quality, disease vectors, mosquito control, lead paint, unsanitary environmental conditions and food or water-borne diseases.

Initiates enforcement proceedings in connection with documented environmental health and housing code violations.

Instructs establishments inspected on procedures necessary to ensure proper sanitation and maintain compliance with codes, regulation and requirements.

Conducts field inspections at various sites including, but not limited to food service establishments, dwellings, boarding rooms, hotels, day care centers, and public swimming pools to determine compliance with code and/or licensing regulations and requirements. May conduct plan reviews for new and renovated food service establishments and public swimming pools. Assists with B100a application reviews and recommends approval/denial of such.
Collects samples and specimens for laboratory analysis and performs field tests with a variety of environmental health equipment.

Reviews laboratory and other reports related to environmental samples/testing and initiates action resulting from such reports in accordance with established protocols.

Issues citations, violation letters, and municipal notices of violation. Also, assists in the preparation of local Director of Health orders/notices of violation as necessary to ensure public health and safety.

Inspects, performs soil tests, and makes recommendations for corrective action to be taken concerning individual water supply and septic system disposal systems. Conducts soil tests, reviews engineered and non-engineered plans.

Collects, under prescribed methods, samples of water from swimming pools, wells, community supplies and other areas, and offers recommendations relative to the protection and disinfection of individual water supplies.

Monitors amendments of regulatory entities and maintains current knowledge of industry standards.

Maintains statistical records of program activities and prepares reports and correspondence.

Responds by telephone, in person, or in writing to persons seeking information regarding health rules and regulations, specific complaints, license requirements, and other environmental health concerns.

The above essential duties and responsibilities are not intended as a comprehensive list; they are intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform additional related duties.

**Knowledge, Skill and Ability**

**Knowledge of**

- Modern methods, principles and practices of public health.
- Sanitary sciences, including bacteriology, biology, chemistry and personal hygiene.
- Inspection and investigation techniques.
- Disease and injury causation and the impact of and solutions to current public health problems.
- Public health sampling and testing techniques and laboratory procedures.
- Federal, state, and municipal environmental laws, codes, ordinances, and regulations.
- Principles and practices of housing code enforcement.
- Techniques of collecting and analyzing data.

**Ability to**

- Objectively and scientifically investigate and evaluate environmental problems and propose effective solutions.
- Analyze, interpret, and administer Federal, State, and municipal environmental health and housing laws, codes, ordinances, and regulations.
- Make judgments about violations and their severity.
- Interpret and enforce regulations firmly and tactfully with the general public.
- Establish and maintain effective working relationships.
• Use all enforcement laws, codes, ordinances, tools and educational activities to ensure public health and safety.
• Operate computers and use a variety of software.
• Communicate effectively orally and in writing.
• Prepare clear and concise case records and reports.
• Provide expert witness testimony as necessary.

**Minimum Qualifications**
Bachelor’s degree from an accredited college or university with a major in public health, environmental health, biological sciences, sanitary engineering or a closely related field.

**Licenses; Certifications; Special Requirements**
Must possess and maintain a valid driver’s license.
Most possess and maintain Food Establishment Inspector Certification from the State of Connecticut
Optional: Certification as a Connecticut Registered Sanitarian/ REHS

May be required to obtain additional certification as a result of legislative requirements.

**Physical Demands and Working Conditions**
Work is performed in an office environment and in various community settings with travel to inspection sites. Work includes outside inspections in weather extremes. Work will be performed outside of normal business hours to respond to emergency situations and inspections/investigations as necessary). May be exposed to body fluids, hazardous wastes material, toxins, and/or poisonous substances.

**HOW TO APPLY:**

Please send a letter of interest and a copy of your resume to the East Shore District Health Department at: info@esdhd.org

The salary range for this position is dependent on qualifications. Applications will be taken until this position is filled.

Equal opportunity employer - Women, minorities, veterans and people with disabilities are encouraged to apply.