

IONIA COUNTY, MICHIGAN

POSITION DESCRIPTION

POSITION TITLE: ENVIRONMENTAL SANITARIAN I

Department: HEALTH

Pay Grade: 10

Reports To: Environmental Sanitarian III

Purpose:

Under the supervision of the Sanitarian III, the Environmental Sanitarian I serves Ionia County residents and businesses by enforcing all county, state, and federal environmental laws/regulations and provides information on environmental health and sanitation issues.

Essential Duties and Responsibilities:

The following duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Conducts food service inspections and re-inspections; completes food service inspection forms; issues permits.
- Reviews plans for food service establishments to ensure correct installation of equipment and fixtures, including coolers, sinks, tables, lighting, electrical drainage, ceilings, and walls. Inspects food service establishments and food service aspects of retail establishments to ensure compliance with health and safety standards regarding food storage, processing, preparation, and service. Performs follow-up inspections of establishments and stores found in violation.
- Conducts soil evaluations; conducts inspections of campgrounds, mobile home parks, swimming pools, and spas.
- Investigates contaminated drinking water sources; assists air and water pollution control agencies; tests air and water in homes and businesses.
- Performs various investigations of public health threats; investigates public complaints about health violations such as trash, open dumping, animal feces, rodents, failed septic systems, and solid waste, etc. Investigates possible causes of disease outbreaks; investigates food poisoning outbreaks and collects food samples; investigates and prepares reports on gas, oil, or chemical spills; investigates substandard housing conditions; recommends and enforces corrective measures of unsafe and unhealthy conditions.
- Conducts food service complaint investigations.
- Maintains files and filing systems; prepares reports.
- Answers public questions concerning environmental health-related matters.

- Adheres to established safety procedures, monitors work environment and use of safety equipment to ensure safety of employees and other individuals.
- Performs other related essential duties as required and assigned.

Minimum Training and Experience Required to Perform Essential Duties and Responsibilities:

Bachelor's degree in biological or environmental health or related field plus two to four months relevant work experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills, and abilities.

Minimum Abilities Required to Perform Essential Job Functions:

- Ability to operate a variety of automated office machines, including computer, calculator, copier, telephone system, fax machine, etc.; ability to coordinate hands and eyes in using automated office equipment.
- Proficient in Microsoft Office Suite.
- Ability to operate motor vehicles (trucks) and to utilize specialized departmental equipment/tools including augers, levels, thermometers, soil probes, lead analyzers, various hand tools, other diagnostic tools, etc.
- Ability to exert physical effort in moderate to heavy work involving lifting, carrying, pushing, and pulling; ability to stoop, kneel, crouch and crawl; ability to climb and balance; tasks require visual perception and discrimination.
- Ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; ability to perform mathematical operations with fractions; ability to use algebraic and geometric principles and techniques; ability to calculate surface areas, volumes, weights, and measures.
- Ability to comprehend and correctly use a variety of informational documents including architectural drawings, laboratory reports, public complaints, FDA recall notices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policies and procedures, laws, regulations, ordinances, maps, etc.
- Ability to prepare inspection forms, legal reports, memorandum, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to perceive and discriminate colors, sounds, and odors.
- Ability to make independent judgments in the absence of management, use common sense, and utilize the principles of influence and rational systems in the performance of tasks.
- Ability to learn and understand environmental-health terminology, language, principles, and techniques, and the ability to expound on knowledge of topics related to primary occupation.

- Ability to work under moderately stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices/departments.
- Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly. The ability to behave in a friendly, understanding, helpful, and professional manner.
- Ability to advise and interpret the application of policies, procedures, and standards to specific situations; ability to explain, demonstrate and clarify to others within well-established policies, procedures, and standards.
- Ability to communicate effectively with supervisor, clients/customers, trainees, business owners, coworkers, state/federal agencies, and the public verbally and in writing; ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice such as in public speaking situations.
- Ability to work effectively in an office environment.
- Ability to work effectively and take the necessary precautions of working at inspection sites being exposed to such potential environmental hazards as heat, smoke, machinery, potential illnesses, disease, odors, loud noises, toxic agents/chemicals, electric currents, dust, etc.