

ASSOCIATE SANITARIAN

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents administer, develop and supervise non-engineering public health work for the Health Departments' Bureau of Public Health Protection. Responsibilities involve direction of field and clerical staff of a Bureau District Office and/or of an assigned program or programs, to implement and enforce County and State Public Health laws and sanitary codes promulgated to protect the public health and sanitary practices in the community. Incumbents participate in the development of sanitary codes and regulations, operating policies and procedures. Programs include, but are not limited to, those related to food service establishments (including the review and approval of plans for eating places), children's camp safety, temporary residences, housing, pools, beaches, insect and pest control, rabies control, sewage, water supplies, clean indoor air, and asbestos control and removal. Incumbents communicate with various members of the public in relation to complaints and program-related issues. Performs related work as required. Supervision is exercised over subordinate environmental health personnel and clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assures that mandated state requirements are performed properly, efficiently and in a timely manner, while acting as district office manager;

Establishes, monitors and evaluates the goals and objectives of the district office and assures that they are achieved;

Assists in the recruitment, training and motivation staff in order to obtain maximum production and efficiency. Evaluates the performance of all subordinates in order to maintain quality standards;

Analyzes problems concerning work issues that they observe or which are brought to their attention by staff, and recommends methods of resolution;

Directs, coordinates, delegates, evaluates, and prioritizes work assignments in order to assure that all staff have appropriate and adequate responsibilities and that assignments are completed in a timely fashion and in accordance with established procedure and protocols;

May perform and/or participate in the performance of field work, inspections, training staff, speaking to groups and otherwise training and educating the public, and representing the department at forums;

When required the incumbent participates in the Westchester County Radiological Emergency Response Plan by assisting in the gathering of radiological data necessary to protect the public;

Reviews the paper work for all cases to be submitted for legal action in order to assure clarity and accuracy of statements and to insure the utilization of the proper sections of law;

EXAMPLES OF WORK: (Cont'd.)

Supervises subordinate field and clerical staff in the performance of their job duties;

May review and approve plans for eating places;

Responds to questions on Asbestos Control, including its maintenance and removal;

Communicates orally and/or in writing with lawyers, physicians, legislators, the media, representatives of other levels of government including local, state and federal, and the public in general about matters before the department;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of environmental health principles, practices, laws and regulations; thorough knowledge of public health principles, practices, laws and regulations; good knowledge of the relationships between the activities of other professionals and the total public health program; ability to supervise the work of others; ability to manage a diversity of program activities performed at multiple locations; ability to communicate effectively, both orally and in writing; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; sound professional judgment; initiative; flexibility; tact; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* with a minimum of thirty credit hours in the natural sciences**, of which not more than twelve credit hours may be in the applied sciences**, satisfactory completion of a public health training course approved by the State Health Department and four years of environmental health experience, one of which must be equivalent to that of a Senior Public Health Sanitarian in a New York State, County or City health department.

SUBSTITUTIONS: A Master's Degree* in Public Health or a closely related field may substitute for one year of the general experience as stated above. There is no substitution for the one year of specialized experience.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in the State of New York, at time of appointment.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

**SPECIAL NOTE: The term natural science means a science such as biology, chemistry, or physics that deals with the objects, phenomena, or laws of nature and the physical world. It includes all physical and biological sciences.

**SPECIAL NOTE: The term applied science shall mean science based courses in environmental technology, sanitarian technology, medical technology, public health, infectious control or food science.