

SANITARIAN

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents in this class perform professional, non-engineering responsibilities to implement and execute assigned environmental health programs in the Health Department's Division of Environmental Health. Incumbents perform inspections of various types of facilities and premises as specified by law and also educate the public to ensure understanding of and compliance with applicable provisions of laws that protect and maintain the public health (i.e., the Westchester County and N.Y.S. Public Health Laws, Sanitary Codes, and Environmental Law and Regulations). Incumbents perform in widely differing phases of public health (e.g. Air Quality, Food Service Establishments, Radiological Health). Incumbents may be re-assigned locations, work hours, and responsibilities as the operating needs of the Department require, Supervision is not a requirement of this class, but technical direction and guidance may be exercised over technical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Investigates and inspects plants and facilities, housing, food service establishments or other sites of potential public health or environmental problems for compliance with standards of operation and sanitary procedures under an assigned area or phase of public health or environmental work in the Division of Environmental Health.

Educates establishment staff as to compliance deficiencies, or issues notices of non-compliance and designates a period of time for correction of any offenses or deficiencies;

Performs investigations of reported food borne illnesses including the preparation of a Hazard Analysis Critical Control Point report; interviews food handlers and other persons involved, collects samples of food, records for evaluation and correction one food handling practice of the premises, and prepares a report of findings for use by superiors;

Investigates solid waste, water, sewage, air quality, clean indoor air, asbestos, fire safety, radiological health (x-ray facilities) operations and ensures compliance through education or by the issuance of notices of non-compliance which provide for a given time frame for correction;

Coordinates a variety of inspection programs (ambient water quality, bathing beach and swimming pool, summer camps, etc.) to ensure their safe operation and compliance with NYS codes;

Conducts undercover tobacco and vape product compliance inspections with department employed minors.

Re-inspects all facilities and/or areas where violations were noted, recorded, and cited, in order to ascertain if compliance has been achieved;

Recommends to superiors cases where an administrative hearing or legal action may be necessary in order to obtain compliance, and may issue appearance tickets/summons and prepare the documents necessary for the hearing;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Responds to incidents of alleged rabid animals by handling, preparing, monitoring, and shipping for analysis animal head specimens suspected of being infected with, or having been in contact with, deadly rabies virus in accordance with applicable state and local public health laws and administrative sanitary codes in order to protect against spread of the infection into animal and human populations;

Coordinates and/or participates on field monitoring teams of the Nuclear Disaster Emergency Radiological Response Team to ensure the safety of the public in case of nuclear accident by physically tracking and monitoring the release of radioactivity in the field and reporting first hand information to the command center;

Coordinates and/or participates in emergency response to natural and man-made disasters/occurrences in relation to all aspects of environmental health and safety;

Trains and provides guidance to Sanitarian Trainees in setting up and implementing tasks assigned them such as food sampling, consumer complaint investigations, ticket/summons issuance, and construction of written legal action documents in order to obtain compliance with all applicable laws;

Reviews permit applications of food service establishments and temporary residences for accuracy and completeness and indicates appropriate restrictions, approves applications, when appropriate, and forwards for issuance;

Interfaces with local, state, and federal governmental agencies in an attempt to achieve compliance with codes being enforced;

Communicates with the general public in various fields, including top management personnel, restaurant owners, landlords, tenants, homeowners, engineers, chefs, vendors, physicians, and dentists;

Collects samples of air and water for laboratory analysis, in conjunction with gathering information relative to the process of monitoring air and water quality;

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

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of environmental health principals and practices, public health laws and regulations, and modern inspection methods; ability to train other staff in environmental health work, and/or instruct members of the public in proper public health practices; ability to communicate effectively, both verbally and in writing, including ability to prepare and deliver clear, succinct written and oral presentations; ability to secure the interest and cooperation of civic groups, officials, and staff of businesses and other organizations in the communities served; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES (Cont'd): applications such as spreadsheets, word processing, e-mail and database software; good professional judgment; tact; thoroughness; dependability; 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** and satisfactory completion of a public health training course approved by the State Health Department within two years prior to date of appointment.

SPECIAL REQUIREMENT: Possess and maintain a valid license to operate a motor vehicle in the State of New York, while in the title.

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