

MARQUETTE COUNTY HEALTH DEPARTMENT

ENVIRONMENTAL SANITARIAN

General Summary

Under the supervision of the Division Director, performs inspections and evaluations of public and private facilities having public and environmental health significance. Determines and enforces compliance with public and environmental health regulations and standards.

Essential Functions

1. Inspects and evaluates premises and establishments having public health significance, such as schools, public swimming pools, dwellings, work places, child care facilities, campgrounds, mobile home parks, waste disposal and treatment facilities, private and public water supplies, subdivisions, and sites of alleged public health or environmental nuisances. Prepares reports and correspondence pertaining to their activities.
2. Performs soil and/or site evaluations on public and private land, issuing permits for on-site sewage systems and water supplies where appropriate. Consults with owners, builders, engineers, and other regarding design, installation and maintenance of such water and sewer systems. Analyzes the site conditions and interprets the code to provide construction options and makes determinations on minimum design requirements and specifications. Drafts site sketches, soil profiles, and construction detail drawings.
3. Inspects water and sewer systems during and after construction. Determines if systems comply with regulations and permit conditions. Provides inspection reports and drawings. Performs follow-up inspections and enforcement as needed.
4. Review well construction and plugging records submitted by well drillers and owners. Issues enforcement letters for records as necessary. Issues plugging orders for existing wells where necessary and provides follow-up enforcement. Conducts sanitary surveys, provides oversight, notification, and enforcement of all required construction, water quality monitoring, and treatment for noncommunity public water supplies. Conducts and/or assists the MDEQ in the investigation of known or suspected cases of drinking water contamination.
5. Inspects licensed food service establishments for cleanliness, proper food handling practices, and compliance with environmental health and related regulations. Inspects and licenses temporary food facilities. Investigates food service complaints regarding improper food service practices, suspected foodborne illness outbreaks or adulterated food. Conducts illness investigations and analysis using accepted epidemiological methods. Prepares and submits a formal report. Identifies critical items and risk factors that may contribute to foodborne illness. Promotes and assists in the development of risk control plans.

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6. Reviews engineered plans, specifications, design calculations, and test results to determine compliance with environmental health and related regulations. Performs calculations to determine the validity of submitted information. Provides consultation, interprets and applies codes, and requires design changes as necessary. Works with owners, engineers, architects, contractors and government officials to ensure that all design and construction projects are in conformance with applicable laws, standards, and specifications. Assists in the resolution of construction related problems.
7. Reviews permit/license applications. Assists applicants with document and plan preparation. Determines whether to issue permits/license and establishes requirement, limitations and conditions. Conducts inspections, prepares reports, and notifies parties of deficiencies.
8. Investigates complaints involving possible water pollution, sewage system failures, insect and rodent infestation, improper food service practices and other environmental health hazards. Collects samples for laboratory analysis as appropriate. Assists in resolving complaints and disputes and preventing their recurrence. Refers questions, complaints, and violations to appropriate agencies as needed.
9. Undertakes verbal and written enforcement action, issues detailed correction orders and stop work orders as necessary, and initiates and assists in the hearing process. May post unsafe water supplies or condemn facilities deemed harmful to the public health and welfare.
10. Works with various state agencies such as the Department of Agriculture, DEQ, and other regarding regulation interpretation, program development and joint resolution of environmental health issues.
11. Serves as an information source on environmental health matters, answers questions and provides education and technical assistance to the public. Meets with community groups and local agencies regarding prevention and resolution of environmental health problems.
12. Performs general program development such as creating forms, letters, permit requirements and reports, and conducting research and database development. Performs special assignments such as drafting program policy and procedures, construction standards, and quality assurance plans for review and approval of the Director.
13. Performs work under separate or supplemental contracts, such as radon testing and quality assurance, obtaining GPS coordinates on wellheads, GIS mapping of radon test results and wellhead locations, and well record entry in the state database.
14. May function as a lead/contact person in a program[s] designated by the Director to provide uniformity and serve as an information source for other staff and the public.

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Other Functions

15. May participate on local or state boards and committees of community and environmental health interest such as a planning committee.
16. May assist in training of new sanitarians as deemed necessary or appropriate, through joint visits and verbal communication.
17. May write news releases or general news articles and do interviews for the media.
18. Function in a response capacity to public health emergencies consistent with knowledge, skills, experience and professional licensure/certification. Acquire knowledge to be competent in appropriate response roles.

This list may not be inclusive of the total scope of job functions to be performed.

Employment Qualifications

Education: Possession of a Bachelor's of Science Degree in Environmental Health or a related field.

Experience: One year experience in environmental health.

Other Requirements: Prefer possession of current registration as a Sanitarian in the State of Michigan. Possession of a valid Michigan driver's license.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Walking over uneven terrain to inspect proposed subdivisions, campgrounds, and building sites.

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Lifting and carrying equipment weighing up to forty pounds.

Climbing up and down ladders to gain access to locations to be inspected.

Crawling in crawl spaces and similar spaces to gain access to locations to be inspected.

Ability to enter and exit excavated trenches and other confined spaces.

Bends, stoops, and kneels to view or to gain access to locations to be inspected.

Ability to travel throughout the County to conduct inspections.

Ability to enter and access information using a computer.

Working Conditions:

Works outside in various types of weather conditions.

Exposure to allergens and hazards such as weeds, pollen, insects, animals, sewage, pathogens, hazardous materials, unstable excavations, standing/flowing water, confined spaces, construction equipment, traffic, exhaust fumes, dust, and flying debris.

Works with hostile individuals during the course of investigative/enforcement functions.