

STILLWATER COUNTY Job Description

CLASS TITLE: County Sanitarian

DEPARTMENT: County Environmental Health Department

ACCOUNTABLE TO: County Commission

PRIMARY OBJECTIVE OF POSITION: Under administrative direction, performs a wide variety of professional and administrative support of environmental health duties for the County Commissioners, and provides technical support to the Planning Board and Stillwater County Board of Health; work varies requiring substantial individual judgment. Significant individual discernment is often required when applying and enforcing environmental regulations promulgated from Montana Code Annotated, Administrative Rules, and other State circulars or guidelines.

ESSENTIAL JOB FUNCTIONS:

- Must have completed a Bachelor's Degree in environmental health or related field;
- Shall hold a current License as a Registered Sanitarian (RS) in the State of Montana;
- Shall complete continuing education requirements of the Montana Board of Sanitarians throughout employment;
- Physical demands include bending, crawling, stooping, tugging, walking, reaching up to 6 ½ feet; climbing, and lifting up to 50#s (greater with assistance);
- Work is performed in an office, however generally uncontrollable conditions may be present during inspections including heat, cold, dampness, unsanitary conditions, sewage, pests, and exposure to disease where hazards and discomforts may occur;
- Must possess a valid Montana Operator's License with the ability to get in or out of a vehicle.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Responsible for administering, promoting, and maintaining environmental health programs;
- Directs programs that may include food, water, land use, air quality, housing, institutional and recreational sanitation, insect and rodent control, solid and liquid waste control, inspections of on-site Wastewater Treatment Systems, Subdivisions, Floodplain Development, and hazardous material investigation;
- Acts as the Floodplain Administrator and works with developers, realtors, and citizens;
- Provides public education including distribution of informational materials and technical bulletins on environmental health;
- Conducts investigations and surveys related to environmental health and develops environmental sanitation standards and procedures; and
- Initiates operational records and reports; knowledge of laws and regulations in existence at both the local, state, and federal level is extensive.

CLASS TITLE: County Sanitarian (continued)

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: May supervise others

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Requires a Bachelor's Degree in Environmental Health or related field; PLUS
- Licensed as a Registered Sanitarian in the State of Montana;
- Five (5) years of experience in the public health field required including one (1) year of supervisory or administrative responsibility;
- Must complete continuing education requirements during term of employment;
- Possession of a valid Montana Operator's License.

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

- Directs public relations and educational programs related to environmental health;
- Works regularly with information that may be limited;
- Performs inspections, investigations, surveys, analysis, and enforcement procedures related to environmental health including on site water and waste water, solid waste disposal sites, vector control, ground and air pollution, nuisances, food service, land use, epidemiological investigations, swimming pools, and public accommodations;
- Provides administrative and professional leadership and direction for Environmental Health for the County Health Department; Identifies and responds to community and Health Board issues, concerns, complaints, and needs;
- Requires substantial contact with the public, fellow employees, and other agencies of government where tact and diplomacy are necessary;
- Researches, analyzes, and evaluates new service delivery methods, procedures, and techniques;
- Conducts on-site investigations including soil and water sampling;
- Reviews on-site wastewater treatment (septic), issues permits, and conducts on-site surveys to determine compliance with Board of Health wastewater treatment regulations;
- Conducts investigations of claims/ complaints concerning well water contamination and improper disposal of solid waste for the purpose of identifying, abating, or eliminating violations that affect the environment, health, safety, and welfare of the community;
- Performs such other duties and assignments as may be necessary.

Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.

Written 2-21-2017