

STILLWATER COUNTY
Job Description

CLASS TITLE: County Sanitarian Intern

DEPARTMENT: County Environmental Health Department

ACCOUNTABLE TO: County Sanitarian

PRIMARY OBJECTIVE OF POSITION: Under sanitarian direction, performs administrative support of environmental health duties.

ESSENTIAL JOB FUNCTIONS:

- Coursework in environmental health or related field;
- 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.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Organizing and maintaining environmental health programs, records, files and data.
- Assists 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 investigations;
- Assist the Floodplain Administrators and works with developers, realtors, and citizens;
- Provides public education including distribution of informational materials regarding environmental health;

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: None

CLASS TITLE: Administrative Support to the Sanitarian (continued)

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Coursework in Environmental Health or related field; PLUS
- Possession of a valid Montana Operator's License.

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

- Assistance with documentation of inspections, investigations, surveys, analysis, and enforcement procedures related to environmental health including on-site water and wastewater, solid waste disposal sites, vector control, ground and air pollutions, nuisances, food service, land use, epidemiological investigations, swimming pools, and public accommodations;
- Requires 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;
- Performs other duties as may be assigned.

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

Written 3/18/2019