SHIAWASSEE COUNTY
REGISTERED SANITARIAN

GENERAL SUMMARY

Under the supervision of the Director of Environmental Health, inspects commercial, residential, and public locations in the County to enforce federal, state and county sanitation and environmental health laws to safeguard the public health. Represents the department in programs where state registration is required such as subdivision and commercial sewage disposal.

Essential Functions

1. Inspects and evaluates premises and establishments having public health significance, such as schools, public swimming pools, bathing beaches, dwellings, work places, child care facilities, campgrounds, mobile home parks, waste disposal facilities, private and public water supplies and sites of alleged public health nuisances. Prepares reports and correspondence pertaining to their activities.

2. Inspects licensed food service establishments for cleanliness, proper food handling practices, and compliance with sanitation standards. Inspects and licenses temporary food facilities. Reviews construction of new establishments and renovation of existing facilities.

3. 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 others regarding design, installation and maintenance of such water and sewer systems. Interprets the code and provides construction options.

4. Investigates complaints involving possible water pollution, insect and rodent infestation and similar public health hazards and nuisances. Collects samples and specimens for laboratory analysis when appropriate.

5. Investigates food service complaints regarding improper food service practices, suspected food-borne illness outbreaks or adulterated food. Prepares and submits a formal report. Conducts illness investigations using accepted epidemiological methods.

6. Issues verbal and written orders to correct violations, re-inspects to insure compliance, collects samples, takes pictures, prepares reports and initiates legal action, with approval of supervisor. Testifies at hearings and in court as necessary.

7. Reviews plans, blueprints, and specifications for construction of new facilities or renovation of existing structures for compliance with environmental health standards and advises owners, builders, architects, and others regarding prevention or correction of problems.

8. Assists the general public in the office or by telephone with their complaints and questions regarding sanitation and environmental health matters. Gives advice on the prevention and resolutions of problem matters and responds to complaints regarding potential environmental concerns.

9. Works with various state agencies to jointly resolve environmental and public health problems.
10. May post unsafe water supplies or unsafe bathing areas or other facilities deemed harmful to the public welfare.

11. Approves licenses and issues permits for facilities and locations that are in substantial compliance with applicable regulations as determined through an on-site inspection or evaluation.

12. Meets with community groups and local agencies regarding prevention resolution of environmental health problems. Provides education and technical assistance to the public regarding sanitation and environmental health matters.

13. Performs a variety of office activities such as the preparation of reports on activities. Recommends action to the Director of Environmental Health in cases where conditions exist which may be injurious to the public interest.

14. Represents the department in programs where state registration is required such as subdivision and commercial sewage disposal.

15. Assists in training of new sanitarians as deemed necessary or appropriate, through joint visits and verbal communication.

16. Performs other duties as assigned.

Other Functions

17. None listed.

This list may not be inclusive or the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

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

Experience: Three years of experience as a Sanitarian.

Other Requirements: 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.
Lifting augers weighing up to forty pounds from bore holes.
Climbing up and down ladders to gain access to heating and ventilation systems.
Climbing up and down ladders to inspect well pits and other confined spaces.
Crawling in crawl spaces and under houses to inspect plumbing and well construction.
Bends, stoops, and kneels to inspect food service establishments, sewage treatment systems, water well construction sites, and other locations.
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 environmental hazards during course of investigations.
Works with hostile individuals during the course of investigative/enforcement functions.