



# DARKE COUNTY GENERAL HEALTH DISTRICT

300 Garst Avenue, Greenville, Ohio 45331

Phone: 937-548-4196; Fax: 937-548-9654

[www.darkecountyhealth.org](http://www.darkecountyhealth.org)

An Equal Opportunity Employer

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## POSITION DESCRIPTION

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<b>Class Title:</b>	Public Health Sanitarian 2	<b>Employee Name:</b>	
<b>Dept./Div.:</b>	Environmental Health	<b>Position Title:</b>	Sanitarian 2
<b>Reports To:</b>	Environmental Director	<b>Civil Service Status:</b>	Classified
<b>Pay:</b>	Hourly	<b>FLSA Status:</b>	Nonexempt
<b>Hours:</b>	40/week	<b>Employment Status:</b>	Full-time

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### **QUALIFICATIONS:** An example of acceptable qualifications:

Bachelor's degree in Environmental Health or related science (Biology, Chemistry, etc.); and at least eight (8) years of experience as a Registered Sanitarian; and a record of above average performance evaluations and the ability to independently perform all Environmental Health duties; or an equivalent combination of education, training, and experience. Must also have a good attendance record and knowledge of all environmental programs.

### **LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must possess a Certificate of Registration as Sanitarian issued by the Ohio Board of Sanitarian Registration in accordance with Chapter 4736 of the Ohio Revised code; must possess a valid Ohio driver's license and maintain a driving record that meets the insurability requirements of the District's insurance provider.

### **EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive:

Standard office equipment (e.g., computer, telephone, copier, fax machine, etc.); motor vehicle operation; inspection and testing equipment (e.g., transit/laser level, GPS, etc.); thermometers.

### **INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

The employee may be exposed to, must negotiate, use, or work in the vicinity of: materials containing asbestos or other hazardous materials (e.g., mold); hot, cold, humid, or windy weather conditions; extreme non-weather related heat or cold; radiant energy; upset or emotionally distraught individuals; may be exposed to potentially dangerous/fatal infectious diseases; open flames, boiling liquid, hot grease, and other commercial kitchen hazards; knives and other sharp kitchen instruments; hazardous driving conditions (e.g., snow, sleet, ice, etc.); bleach, disinfectants, and other industrial cleaning solutions; chlorine and other pool maintenance chemicals; raw sewage, human waste, insects and other unsanitary materials; trenches, ditches, and other excavations; ladders, stairs, or scaffolds; environmental conditions which may result in injury from fumes, odors, tobacco smoke, dusts, mists, gases, and/or poorly ventilated work areas; crowds; potentially vicious and rabid animals and their bodily fluids; frequently lifts objects 25 pounds or less; frequently carries objects 25 pounds or less; occasionally pushes objects 50 pounds or less; occasionally pulls objects 50 pounds or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

In cases of emergency, unpredictable client situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than DOL strength ratings recommend.



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## JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

### ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 70% (1) Performs routine and complex inspections, testing, sampling, plan review, and vector control duties in the following Environmental Health Programs: Food Service and Retail Food Operations, Vending, Schools, Camps, Public Swimming Pools and Spas, Private Water Systems, Sewage Treatment Systems, Solid Waste Disposal, Land Sludge Application, Rabies Control (including shipment of specimen to the lab for testing); investigates food-borne or other illnesses, public health nuisances, and safety hazards; conducts inspections of housing, water hauling vehicles, tattooing and body piercing, and smoke-free workplace complaints; collects water samples; performs routine tests according to established agency policy and procedures.
- 20% (2) Completes independently written inspection reports and investigation summaries in all of the Environmental Health Programs. Completes routine reports, itineraries, mileage logs, time records, etc. thoroughly, accurately, and timely.
- 10% (3) Organizes and participates in providing training/seminars to operators of licensed establishments, or to the public, on environmental operational procedures and best practices; promotes good public health and sanitation practices to the public and answers questions regarding public health issues; makes presentations to public groups; participates in planning, and responds to various public health emergencies pursuant to disaster response plans; engages in a variety of training activities to develop knowledge and skills to perform public health enforcement activities and to conduct thorough inspections and complete concise reports on inspections; attends formal environmental health training courses conducted by local, state, federal, and university agencies; attends agency, public, and/or professional environmental health meetings; participates in formal self-study environmental health programs; assist in training Sanitarians-In-Training and Sanitarian 1 on Environmental Health code requirements, software, and with fieldwork. May be asked to supervise other staff as necessary.



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### OTHER DUTIES AND RESPONSIBILITIES:

- (4) Participates in Health Department disaster preparedness activities; may be required to report for work outside normal working hours during an emergency. May be asked to participate in Epidemiology training.
- (5) May be required to work evenings/ weekends as assigned. This may include, but is not limited to activities such as: temporary food inspections, smoking complaints, investigations, festivals, public meetings and special events.
- (6) Projects a positive and professional image to clients and the public.
- (7) Follows all Darke County Combined Health District safety policies and procedures; maintains confidentiality requirements in accordance with personnel policy; maintains all required licenses and/or certificates.
- (8) Performs other duties as assigned or required by the Director of Environmental Health or the Health Commissioner.
- (9) Attends staff meetings, and participates in department development.
- (10) Demonstrates regular and predictable attendance.

### MINIMUM ACCEPTABLE CHARACTERISTICS: (\*Indicates developed after employment)

**Knowledge of:** inspection techniques; code enforcement procedures; safety practices and procedures; \*agency goals and objectives; \*agency policies and procedures; government structure and process; geographic layout of jurisdiction; environmental health; office practices and procedures; English grammar and spelling; records management; public relations; workplace safety; sanitary practices; case management; biology; chemistry; microbiology; employee training and development.

**Skill in:** use of modern office equipment and software; use or operation of environmental health testing equipment.



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**Ability to:** interpret a variety of instructions in written, oral, picture, or schedule form; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; understand, interpret, and apply laws, rules, or regulations to specific situations; exercise independent judgment and discretion; determine material and equipment needs; read, copy, and record figures accurately; calculate fractions, decimals, and percentages; copy records precisely without error; complete routine forms; compile and prepare reports; prepare accurate documentation; prepare routine correspondence; write instructions and specifications; use proper research methods to gather data; prepare and deliver speeches and presentations; communicate effectively; train or instruct others; understand technical manuals and/or verbal instructions; gather, collate, and classify information; understand a variety of written and/or verbal communications; maintain records according to established procedures; develop and maintain effective working relationships; cooperate with co-workers on group projects; answer routine telephone inquiries; handle sensitive inquiries from and contacts with officials and general public.

**POSITIONS DIRECTLY SUPERVISED:** None

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T.L. Holman, DVM, RS, Health Commissioner

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Date)

Date Approved: 8/19/2016