

CLASSIFICATION: ENVIRONMENTAL SANITARIAN I

Class Code: 4072-18

Date Established: 05-04-83

Occupational Code: 3-1-1

Date of Last Revision: 7-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To promote and enforce, through investigations and inspections, sanitary laws and regulations for establishments engaged in the manufacture, packaging, storage and sale of products for public consumption.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Performs inspections and surveys of establishments engaged in the manufacture, processing, packaging, labeling, storage and selling of consumable products to ensure compliance with the laws governing sanitary production and distribution of food.
- Recommends issuance, withholding or revocation of license based upon current on-site inspections.
- Prepares reports, maintains records, initiates correspondence and responds to inquiries regarding conducted investigations.
- Reviews floor plans of proposed new construction or renovation of food service establishments to monitor compliance with state statutes.
- Collects samples of food, drugs, devices, cosmetics and hazardous substances for testing.
- Consults with, teaches and advises local health officials regarding public health hazard complaints.
- Investigates and implements corrective action for the abatement of nuisance complaints to ensure compliance with state statutes.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require significant investment of time and resources to detect.

Supervision: Requires no supervision of employees or functions.

Working Conditions: Requires performing regular job functions in an environment which includes exposure to continuous physical elements or a number of disagreeable working conditions with frequent exposure to minor injuries or health hazards.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires summarizing data, preparing reports and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

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Complexity: Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

Independent Action: Requires a range of choice in applying a number of technical or administrative policies under general direction and in making routine decisions or in recommending modifications in work procedures for approval by supervisor.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in bacteriology, chemistry, environmental health science or one of the biological sciences. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Two years' experience as a Sanitarian or in a related public health field. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Must be eligible for N.H. Driver's license and have access to transportation needed for state-wide travel.

RECOMMENDED WORK TRAITS: Thorough knowledge of basic sanitation principles including technology of food preparation and processing and state and federal laws governing adulteration and misbranding of foods, drugs and cosmetics. Thorough knowledge of state and federal laws and regulations governing beverages, narcotics, meat processing plants and other areas relating to public health. Knowledge of engineering and sanitary principles involving water treatment and sewage disposal. Ability to train local inspectors. Ability to communicate effectively in oral and written form. Ability to write reports of investigations. Ability to interpret local, state and federal laws, ordinances and regulations. Ability to establish and maintain effective working relationships with local health officials, selectmen and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.