

**CLASSIFICATION:** ENVIRONMENTAL SANITARIAN II

**Class Code:** 4073-25

**Date Established:** 05-04-83

**Occupational Code:** 3-1-1

**Date of Last Revision:** 7-17-15

**Exempt Status:** Non-Exempt

**BASIC PURPOSE:** To plan, develop, and coordinate a statewide environmental sanitation program and to implement and monitor compliance with sanitation rules and policies.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Develops and implements work methods and procedures to carry out the objectives of the environmental sanitation program.
- Plans and supervises the planning of sanitation programs, including budgets, personnel requirements, facilities and services.
- Supervises professional and technical staff engaged in inspecting and coordinating state environmental sanitation activities.
- Supervises the collection and analysis of information and statistical reports; interprets data and makes recommendations for improvement of sanitary conditions.
- Responds to complaints and presents information to community professionals and officials concerning environmental sanitation aspects of community planning.
- Reviews compliance reports prepared by subordinate Environmental Sanitarians.
- Recommends the licensure, license revocation and closure of food service establishments and beverage plants.
- Coordinates with other agency programs which provide for environmental health services.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in analyzing and interpreting data, policy and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

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

**Impact:** Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

**Supervision:** Requires direct supervision of programs or of employees doing work which differs from the supervisor, including disciplining employees, solving personnel problems, recommending hiring and terminating employees, and developing work methods. The supervisor in this position manages a working unit or section with responsibility for employee performance appraisal.

**Working Conditions:** Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

**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.

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**Communication:** Requires reviewing summaries and reports and making management level decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

**Complexity:** Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

**Independent Action:** Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

### MINIMUM QUALIFICATIONS:

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

**Experience:** Five years' experience as an Environmental Sanitarian, three years of which shall have been in a supervisory capacity. 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/or have access to transportation for statewide travel.

**RECOMMENDED WORK TRAITS:** Extensive knowledge of the principles, techniques and practices in environmental sanitation. Extensive knowledge of the laws, rules and regulations relating to environmental sanitation. Extensive knowledge of the application of the chemical and biological sciences to environmental sanitation. Considerable knowledge of the social and health problems of the state. Considerable knowledge of the principles of public health statistics and their use and application. Ability to plan, develop, direct and coordinate a variety of sanitation projects and surveys. Ability to plan, organize, direct and coordinate the work of others. Ability to establish and maintain effective working relationships with the public, private groups and individuals. 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.