

## **Lincoln County Job Description**

**Position:** Registered Sanitarian/  
Environmental Health Specialist

**Department:** Health Department

**Pay Grade:** 9

**FLSA:** Exempt

**Date:** December 2014

**Reports to:** Director/Health Officer

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### **Purpose of Position**

The purpose of this position is to serve as the Registered Sanitarian for Lincoln County to promote individual and population public health by providing the essential services of public health within a variety of settings. This position is the lead staff coordinator for Lincoln County Health Department's Environmental Health Program including orientating, training, technical assistance and scheduling of environmental health staff. Other responsibilities include: inspecting properties, collecting and analyzing water samples; identifying health and environmental hazards; assists in food-borne and water-borne illness outbreak investigations; providing community health education and promotion activities; ensuring compliance with a broad range of current local health and environmental codes, regulations and policies; participating in multi-faceted health or environmental projects; and providing technical assistance and information to individuals, families and groups regarding public health and environmental issues.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. The Registered Sanitarian performs the following functions within the framework of Lincoln County Health Department's provision of the core functions and essential services of public health. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

#### **Public Health Sciences**

1. Conducts routine/required inspections, surveys, and water sampling and/or audits to ensure compliance of existing local and state public health and environmental codes, regulations and policies.
2. Provides education and technical assistance to individuals and/or groups regarding compliance with current local public health and environmental codes, regulations and policies.
3. Investigates complaints regarding environmental health problems and environmental health hazards and initiates enforcement or corrective actions as required.
4. Collaborates in the development and design of programs and activities that promote health and prevent disease, in settings including, but not limited to the health department, homes, community organizations and businesses, schools, and the community in general.
5. Participates in response teams to prevent, minimize, and contain adverse health events and conditions resulting from communicable diseases; food-, water-, and vector-borne outbreaks; chronic diseases; environmental hazards; injuries; and health disparities.

#### **Analysis and Assessment**

6. Collects and analyzes water samples, conducts field tests and surveys, and provides environmental public health data; interprets results and makes recommendations for corrective action(s).
7. Assures key data is collected within programmatic area; monitors and analyzes health data obtained from other sources; prepared data for annual report, strategic plan, state reports, and outcome monitoring; and maintains program databases as assigned.

8. Collaborates and advocates for the development of environmental-best management practices, regulations and cost-effective options in collaboration with Board of Health, staff, businesses, trade associations, agencies, and the public.
9. Adheres to ethical principles and Lincoln County Health Department policy in the collection, maintenance, use, and dissemination of data and information.

#### **Policy Development and Program Planning**

10. Collaborates with the director in the development, implementation and evaluation of long and short range policies, procedures, plans and programs for environmental public health in Lincoln County; and assure departmental resources are used appropriate to achieve priorities and goals.
11. Coordinates environmental public health activities with professionals and investigators from other agencies and jurisdictions, including, but not limited to, the Wisconsin Division of Public Health and the Wisconsin Department of Natural Resources.
12. Coordinates enforcement activities between other governmental agencies, such as the Lincoln County Planning and Zoning, which enforce laws and regulations to protect the public's health.
13. Reviews and provides consultation to the Board of Health on state and federal issues that with potential impact health.
14. Collaborates in the development of and contributes to individual, team, and agency quality improvement, performance management and evaluation activities.
15. Collaborates in Lincoln County Health Department's community health assessment and health improvement planning and intervention activities.

#### **Community Dimensions of Practice**

16. Educates the public on environmental health issues and the public health rationale for environmental health regulations.
17. Provides timely environmental health information, interpretation, technical assistance and regulatory compliance advice to individuals, groups, industry organizations, the general public and other agencies regarding local public health environmental codes, regulations, policies, and identified environmental health problems.
18. Participates in Lincoln County Health Department research and demonstration projects that seek to improve the health of communities and determine new ways to address health issues.
19. Contributes and participates to a work environment that fosters ongoing educational experiences regarding public health for colleagues, students, healthcare professionals and members of the community.
20. Educates local and state policy makers and community stakeholders on public health issues.

#### **Communication and Cultural Competency**

21. Delivers targeted, culturally-appropriate information to help individuals and groups understand local environmental public health policies, regulations and code.
22. Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles and physical abilities. Examples of methods may be: one on one, group sessions, media interviews, story boards, website and face book.

#### **Financial Planning and Management**

23. Collaborates in activities such as time studies that contribute to the development of budgets and the efficient use of resources.
24. Seeks on-going funding opportunities to operate county environmental health programs.

#### **Leadership and Systems Thinking**

25. Demonstrates knowledge of applicable professional guidelines for Licensed Environmental Health Practitioners and other Federal and State laws and regulations applicable to practice as an environmental public health professional in the state of Wisconsin.
26. Adheres to applicable Occupational Safety and Health Administration standards, such as those concerning exposure to blood borne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies.
27. Contributes to a work environment where performance management, continuous quality improvements in service and professional practice are pursued.
28. Participate in the public health emergency response training and exercises in support of disaster preparedness. This may require working a non-traditional work schedule or working outside normally assigned duties during a public health incident or emergency.
29. Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups such as Wisconsin Association of Local Health Departments and Boards, and contribute to a work environment where continual improvements in public health core competences is practiced.
30. Provides orientation, training, and technical guidance to environmental health staff.

#### **Other**

31. Maintains and secures equipment and supply inventories.
32. Performs other duties as assigned consistent with job classification

#### Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree (B.A.) from four-year college or university in environmental health or other related degree with a minimum of 30 semester hours of science, as well as 2 years of experience in public health or a related field; or equivalent combination of education and experience.

#### Certification Requirements

- Must be a **Registered Sanitarian** in the state of Wisconsin

#### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Some bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. The employee must occasionally lift, carry, and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Some driving is required.
- Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Lincoln County requirements and a good driving record.

#### Computer and Office Equipment

- Must be proficient in Microsoft Office programs and ability to use the Outlook, Access, Word and Excel functions.
- Ability to utilize a personal computer for data management including word processing, e-mail and information gathering.
- Ability to operate a variety of office equipment including personal computer, digital telephone, fax

- machine, calculator, copy machine, etc.
- Demonstrate knowledge of and usage of field equipment.

#### Mathematical Ability

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts of fractions, percentages, ratios and proportions to practical situations.

#### Supervisory Skills

- Ability to assign, supervise, and review the work of others.
- Ability to demonstrate leadership, independent judgment, and critical thinking skills.

#### Reasoning Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

#### Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Knowledge of the core functions and essential services of public health, public health principles and disease process.
- Knowledge of the principles and practices of environmental sanitation, principles and practices of microbiology, and knowledge of chemistry and biological sciences.
- Knowledge of and ability to comprehend and interpret applicable statutes, regulations, ordinances, codes, policies and procedures.
- Knowledge and ability to implement enforcement action when violations of statutes, regulations, ordinances, policies and procedures exist.
- Ability to perform thorough investigations and inspections and to analyze and interpret them effectively to ensure public health.
- Knowledge of safety procedures for handling hazardous materials.
- Knowledge of valid sample procedures and protocol.
- Ability to communicate effectively, orally and written, with people at various levels both within and outside the department.
- Knowledge of conflict resolution techniques and its applications.
- Ability to establish and maintain effective working relationships with employees, general public, other departments, agencies and state officials and work with person with varying levels of education, understanding and values in a culturally sensitive manner.
- Ability to apply time-management skills and ability to prioritize job-related activities.
- Knowledge of epidemiology as it relates to environmental health
- Knowledge of emergency preparedness at home, work and in the community.
- Knowledge of incident command structure and its use.

#### Environmental Adaptability

- Work will be both in an office setting as well as work outside the office in some environmentally undesirable locations.
- Ability to work effectively in a public health environment.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors may cause discomfort and poses a limited risk of injury.
- Must be able to meet required deadlines, which may be stressful.
- Ability to accommodate flexible scheduling to address program or client needs.

- Must have ability to interact positively with other staff, county and State department personnel and the general public.

Lincoln County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date