



SANDERS COUNTY

Job Vacancy Announcement

August 1, 2023

Position: Sanitarian
Full Time – 40 Hours/week

Department: Environmental Health

Salary: Starting at \$29.00/hour, depending on experience

Closing Date: Open until filled

Application and Documents Required

- ✓ Completed employment application through Montana State Job Services:
- ✓ Detailed resume of work experience
- ✓ Three Letters of Reference

If you have any questions, please call Rich Wallace, HR Director at (406) 827-6947 or contact him via email at rwallace@co.sanders.mt.us. You may also call Bonnie Haun at Job Services at (406) 382-3045.

Work Unit Overview: Full-time Position. The Environmental Health Department addresses the interaction between human health and the environment. Through various programs and services, the department strives to provide public health protection, offer educational and training opportunities, supply timely and beneficial information, and enforce health protection standards outlined by the State of Montana or Federal government guidelines.

Education and Experience:

The job requires education and experience equivalent to a bachelor's degree in chemical or biological sciences or environmental health; current license as a Registered Sanitarian (RS) or ability to obtain license within one year of hire; and three (3) years of experience as a Sanitarian or in a closely related field, or an acceptable combination of education and experience. Evaluation for equivalency is a case-by-case process but begins with 45 quarter hours or 30 semester hours in the physical and biological health sciences with specific courses in biology, chemistry, and microbiology and three (3) years of related experience—valid Montana Driver's license.

Job Summary: The Sanitarian performs various professional duties relating to environmental health and sanitation, helping protect people and communities from public health risks. Duties include conducting environmental health inspections, investigations, and related activities for settings such as food service establishments (restaurants), children's camps, hotels, campgrounds, swimming pools, bathing beaches, water and sewage treatment systems, hospitals, nursing homes, long term and adult care facilities, diagnostic and treatment centers, and various other sites which fall under the purview of health and public safety regulations.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Conduct field inspections of food service establishments, public accommodations, and children's camps, swimming pools, bathing beaches, water and sewage treatment systems, nursing homes, hospitals, trailer courts, RV campgrounds, campgrounds, day care facilities, mobile/temporary food service units, food processing facilities, bed and breakfasts, group homes, long term and adult care facilities, diagnostic and treatment centers and public school kitchens to ensure compliance with federal, state, and local health regulations.
- Perform field tests and soil evaluations to ensure public water supplies, septic systems and water treatment facilities comply with federal, state, and local regulations. Document findings and deficiencies in inspection reports, and notify owner and state regulatory personnel of any recommended improvements to the water system or the details regarding corrective actions. Conduct follow-up inspections as necessary to ensure corrective actions are implemented, and deficiencies are corrected.
- Enforce health protection standards outlined by the State of Montana or federal government guidelines. Recommend appropriate action against violators of the health code and enforce codes pertaining to the inspection of licensed establishments. Conduct sanitary surveys on food establishments, public accommodations, trailer courts, public pools and spas, schools, and daycare facilities.
- Provide technical and regulatory assistance to the public in response to routine regulatory questions or complaints related to various environmental health issues (e.g., indoor/outdoor air quality, water quality, septic problems, food safety, hazardous material spills, radon, new or emerging communicable diseases, rabid animals, etc.).
- Analyze and review waste water permit applications to ensure compliance with applicable state and federal regulations. Identify application deficiencies or areas of noncompliance and recommend approval or denial of applications based on analysis. Conduct site evaluations, inspect wastewater treatment system installation, soil testing, and perform groundwater monitoring. Issue septic permits in accordance with local regulations; and conduct well-water testing.
- Analyze and review plans for new or remodeled food service establishments and public accommodations by examining plan designs (i.e. materials used, plumbing features and their layout, mechanical features, electrical plans, etc.) for compliance with laws and regulations. Assist in correcting areas of noncompliance, coordinate permitting processes, and conduct specialized inspections of food services provided for temporary events.
- Involved with a particular weight in the hiring, development, advancement, coaching, and terminating of assigned staff.
- Conduct health informational and educational meetings for the general public on various health issues as directed. Participate in various meetings to promote improvements in the field of public health.
- Provide instruction and education to food service employees and others on safe food handling and prevention of illness. Conduct presentations and training courses for the public and the food service industry.
- Provide technical and regulatory assistance to the public in response to routine regulatory questions or complaints related to various environmental health issues (e.g., indoor/outdoor air quality, water quality, septic problems, food safety, hazardous material spills, radon, new or emerging communicable diseases, rabid animals, etc.).
- Investigate food-borne illness outbreaks in coordination with the communicable disease team. Analyze relevant information to identify suspected sources of the food-borne illness, investigate food-handling practices, and provide input for epidemiological studies detailing involved food, symptoms, and any related information to assist in determining causes and prevent future outbreaks.
- Investigate complaints on unsanitary conditions and nuisances to determine whether public health laws are violated and recommend the appropriate level of response based on analysis or refer the complainant to an appropriate source/agency for resolution. Maintain records and reports of findings. Refer more complex questions and complaints to supervisors or higher-level environmental health specialists.

- May be required to testify in court in matters relating to actions taken against violators of public health law.
- Re-inspects facilities if serious violations were found. Reviews plans for new establishments or remodeling of existing establishments, often in conjunction with MT DPHHS-FCS and the MT DEQ. Maintains files on all establishments. Submits quarterly reports of inspection records to the State Food and Consumer Safety Program using an online data base.
- Assists non-profit groups handling foods. Regulates farmers' markets and approved Bake Sale waivers and non-profit license exemptions as specified in Montana Code Annotated. Assists owner/manager on compliance procedures. Holds safe food handling classes when requested.
- Signs health licenses and distributes to owner. Takes corrective action on delinquent licenses. Proceeds with corrective action plan for licensees and violations. Responsible for licensing, site inspections of application, record keeping and compliance for licensed septic system pumpers.
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- In accordance with ARM 17.36.102, the Sanitarian, as the designated agent of the local board of health, may conduct a preliminary site assessment to determine whether the site meets applicable state and local requirements for subsurface wastewater disposal. Writes a letter of compliance or denial for each application submitted under ARM Title 17 Chapter 36. Visits the site before submittal to the state to verify information submitted.
- Serves as County liaison for Contaminated Water Wells. Supplies information to solve contaminated water supply problems for individual wells. Keeps records on bacteriological and chemical testing of all public water supplies. Provides water sampling kits from approved laboratories when requested
- Responsible for the Waste Water System Regulation Program.
 - Distributes information to the public.
 - Reviews permit applications; Approves or denies applications based on local and state regulations; determines the applicability of the design of the system; determines when an engineer must design a system.
 - Collects applicable fees.
 - Performs inspections of all installations and evaluations.
 - Receives complaints on failing systems.
 - Performs preliminary documentation and files notices of violations with failed system owners.
 - Offers information to the public about septic systems.
 - Attends public meetings and hearings for changes in regulations.
 - Makes appropriate changes in local regulations under the final approval of the Board of Health.

Non-Essential Functions:

- May conduct investigations of children's camp injuries, environmental conditions conducive to childhood lead poisoning, chemical exposures, indoor air violation complaints, and public health emergencies.
- Perform the duties outlined in the department's disaster manual in the event of a disaster or public health emergency.
- Perform other duties as assigned including but not limited to managing special projects, preparing activity reports, maintaining records, attending meetings and conferences, providing backup for other staff, participating in on-going training, etc.

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Requires climbing up and down ladders to inspect confined spaces, crawling in crawl spaces, and under houses to inspect plumbing and well construction.

- Employee must bend, stoop, and kneel to inspect food service establishments, sewage treatment systems, and other locations.
- May be required to lift up to 25 pounds frequently and occasionally up to 50 pounds.
- Work is conducted in an office and in varied settings while inspecting during all weather conditions.
- May risk exposure to various environmental hazards and hazardous materials during investigations; occasionally required to utilize protective equipment.
- Occasionally works with hostile individuals during investigative/enforcement functions.

Supervision Exercised:

This position does supervise one or more employee(s). The position may also provide training and guidance to employees and the public with less experience or coordinate special projects as directed.

Knowledge, Skills, and Abilities:

The job requires knowledge of environmental health rules and laws, disease control, food protection, housing and the residential environment, air pollution control, institutional and recreation sanitation, source and protection of water supply, treatment of water, wastewater treatment and disposal, solid waste management, and vector control.

The job also requires knowledge of the principles and practices of physical and life sciences; federal, state, and county sanitary and public health regulations and enforcement procedures, research, and investigation techniques, the Departmental Disaster Plan, soils testing, and related principle and practices of environmental health management. The job requires skill in the operation of databases and standard office software, investigative techniques, and public relations.

The job requires the ability to determine compliance with laws and regulations, appropriately assess a wide variety of environmental/sanitary situations through inspections and investigations, effectively deal with the public, communicate effectively both verbally and in writing, assume full responsibility for the quality and integrity of investigation decisions and follow-up until the situation or issue has been resolved, physically perform the investigations, to learn the tenets of Emergency Planning and Community Right-to-Know Act (EPCRA). SARA Title III, understand and apply knowledge of all related Environmental Health issues related to food service, septic systems, pool operations, complaint management, emergency preparedness, hazardous materials safety, and other environmental health issues; and to assess and determine appropriate actions in emergency situations.

Sanders County is an Equal Opportunity Employer