

## **ASSOCIATE PUBLIC HEALTH SANITARIAN**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for direction of the environmental field staff of the Health Department. An employee in this class will coordinate and direct a wide range of environmental health activities including, but not limited to, inspection of food service establishments, temporary residences, solid waste facilities, water and sewage systems and housing. In addition, an incumbent of this position will have a major role in the enforcement process. The work is performed under the general direction of the Director of Environmental Health Services. Supervision will be exercised over an extensive subordinate staff.

### **TYPICAL WORK ACTIVITIES:**

1. Supervises the inspection of food service establishments, water supplies, bathing beaches, swimming pools, solid waste facilities, temporary residences, x-ray installations, farm labor camps, housing facilities and supervises the issuance of required permits;
2. Supervises the monitoring of compliance problems, conducts informal hearings and recommends the initiation of formal enforcement proceedings;
3. Reviews and evaluates existing and planned environmental health programs;
4. Insures that environmental health programs meet state criteria for reimbursement;
5. Coordinates initial training of environmental health staff;
6. Assists environmental health staff in the resolution of difficult problems encountered in their work;
7. Participates in rabies control program;
8. Reviews reports, letters and memoranda prepared by field staff as necessary;
9. Advises local officials and the public on environmental health subjects;
10. Evaluates health field staff employees, counsels employees and recommends disciplinary action if required;
11. Prepares statistical and narrative reports;
12. Performs a variety of special assignments involving all areas of environmental health;
13. May supervise a district office;
14. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of environmental health practices; thorough knowledge of the New York State Public Health Law and the Dutchess County Sanitary Code; thorough knowledge of the laws pertaining to and the inspection of solid waste facilities, radiological health, water supply, sewage disposal, food service establishments, housing and other regulated facilities; good knowledge of permit requirements and the procedures involved in issuing permits; good knowledge of state reimbursement criteria, skill in making inspections and investigations; ability to plan and supervise large-scale environmental health programs; ability to supervise the work of others; ability to explain legal provisions and environmental health practices to facility operators and the public; ability to establish effective working relationships with a wide variety of people; ability to prepare statistical and narrative reports; ability to communicate effectively orally and in writing; ability to train others in environmental work; good judgment; integrity; physical condition commensurate with the demands of the position.

**ASSOCIATE PUBLIC HEALTH SANITARIAN** (Cont'd)

**MINIMUM QUALIFICATIONS:**

Promotion:

Three (3) years of permanent competitive class status as a Senior Public Health Sanitarian.

Open Competitive:

Three (3) years as a Senior Public Health Sanitarian.

**SPECIAL REQUIREMENT:**

Individuals meeting the above requirements may apply for a certificate as an Associate Public Health Sanitarian issued by the Division of Environmental Health Services of the Dutchess County Health Department. Possession of this certificate is required at time of appointment.

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ADOPTED: 10/09/80

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