



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Public Health Sanitarian**
Jurisdictional Class: Competitive
Civil Division: Public Health Department
Adoption: CSM 11/17/79
Revised: CSM 11/10/99; 5/14/08; 11/12/08; 9/10/14; 6/21/18, 12/17/19

DISTINGUISHING FEATURES OF THE CLASS:

The term Public Health Sanitarian shall mean a person who applies the principles of the physical, biological and social sciences for the detection, evaluation, control and management of those factors in the environment which influence public health. The incumbent performs, under supervision, professional activities which may include the investigation and inspection of the non-engineering aspects of environmental health control. The incumbent is responsible for specific programs as assigned and may supervise subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Performs duties of Senior Public Health Technician on more difficult work than generally handled by Senior Public Health Technician;

Performs routine & follow-up inspections of sanitary conditions of camps, food establishments, public swimming pools and bathing beaches, temporary residences, migrant farm labor camps, mobile home parks, agricultural fairgrounds, tanning facilities, water supplies and sewage disposal systems, conducts tobacco sale purchases pursuant to the Adolescent Tobacco Use Prevention Act, inspects residences for lead hazards, and responds to complaints regarding smoking and public health nuisances to determine compliance with local and state sanitary code and law requirements;

Provides technical advice and recommendations regarding environmental health topics including rabies, private water supplies, radon, and mosquito and tick borne diseases;

Collects water, food and other samples for laboratory examination;

Prepares reports and correspondence on inspections, investigations and program issues;

Uses a computer to enter and retrieve data from computer files;

Uses a tablet device to perform paperless inspections;

Interprets laboratory reports;

May testify at enforcement proceedings;

May serve as consultant to local jurisdictions in the absence of Senior Public Health Sanitarian;

May supervise and train subordinate personnel on specific programs;

Supervises all or part of specific environmental health programs as assigned;

Handles office and field conferences;

Provides trainings and education for the public;

Reviews work and inspection reports for completeness and accuracy;

Arranges inspection schedules and assigns work to Public Health Technician and Senior Public Health Technician;

May participate in disaster activities as trained and assigned;

Performs related tasks as needed, or as assigned by supervisor.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of environmental health practices and the State and County Sanitary Codes, regulations and inspection methods;
Ability to plan and supervise the work of others;
Ability to prepare and deliver effective oral presentations;
Ability to write clearly and with proper grammar;
Ability to use an alphanumeric keyboard and learn computer software programs;
Ability to use a tablet device to perform inspections;
Ability to train others in environmental health work;
Ability to develop and maintain good public relations;
Ability to deal with difficult people;
Good professional judgment;
High standards of personal presentation and hygiene;
Tact and courtesy;
Mental alertness;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Section 11.111 Entry Level Qualifications:

- (A) Graduation from a regionally accredited or NYS registered college or university with a bachelor's degree including 30 credit hours in the natural sciences, of which not more than twelve (12) credit hours may be in the applied sciences; or
- (B) Five (5) years of experience as a Public Health Technician deemed satisfactory by the local Commissioner of Health or Public Health Director and have satisfactorily completed a public health training course approved by the State Health Department.

NOTE: Appointees under (A) above must satisfactorily complete a public health training course approved by the State Health Department within two years of appointment.

SPECIAL REQUIREMENT(S):

Certain assignments made to employees in this class will require reasonable access to transportation to meet fieldwork requirements made in the ordinary course of business in a timely and efficient manner. Operation of county-owned vehicles requires employees to possess a current valid New York State Motor Vehicle operator's license.

