



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

JOB SPECIFICATION

Civil Service Title: **Senior 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

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for supervising and performing the more complex work in the application of 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. An employee in this class is responsible for planning, supervising and carrying out one or more environmental health programs. Work is performed under the general direction of a Public Health Engineer. Supervision is exercised over Public Health Sanitarians and Public Health Technicians. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Performs duties of Public Health Sanitarian on more difficult work than the work generally handled by a Public Health Sanitarian;
Supervises all or part of several environmental health programs which may involve food service establishments, public water supplies, children's camps, campsites, hotels and motels, mobile home parks, residences regarding lead hazards, private water supplies, private sewage disposal systems, bathing beaches and swimming pools, temporary residences and migrant farm labor camps or other programs as assigned;
Conducts water pollution studies and soil percolation tests;
Makes investigations and prepares reports and recommendations;
Serves as consultant to local jurisdictions involving discussions, instruction and demonstrations;
Studies present and proposed local regulations to determine conformity with the State and Local Sanitary Code and confers with local officials regarding resolutions that do not conform;
Responsible for enforcement proceedings, including providing testimony;
Uses a computer to enter and retrieve data from computer files;
Uses a tablet device to perform paperless inspections in the field;
Manages office and field conferences and prepares correspondence and reports for the same;
Trains Public Health Sanitarians, Senior Public Health Technicians and Public Health Technicians;
May participate in disaster activities as trained and assigned;
Other related work as directed by Public Health Engineer or Director for Health Services.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Comprehensive knowledge of environmental health principles, state and county sanitary codes regulations and inspection methods;
Ability to prepare and deliver effective oral and written presentations;
Ability to train others in environmental health work;
Ability to develop and maintain good public relations;
Ability to plan and supervise the work of others;
Ability to deal with difficult people;
Ability to use an alphanumeric keyboard and learn departmental computer software programs;
Ability to use a table device to perform inspections;
Good professional judgment;
Good address;
Tact and courtesy;
Mental alertness;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Applicant is required to meet the qualifications for Public Health Sanitation (per Section 11.111) and the supervisory qualifications (per Section 11.112):

- (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.

AND have two (2) years experience as a Public Health Sanitarian.

SPECIAL REQUIREMENT(S):

Certain assignments made to employees in this class will require reasonable access to transportation to meet field work 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.