

SANITARIAN II

Department:	Health Unit	Reports To:	
Division:		Location:	Thibodaux Health Unit
FLSA Status:	Non-Exempt	Classification:	Full-Time/Civil Service
Approved By:	Civil Service Board	Date of Approval:	May 2007
Pay Grade Level:	6		

JOB SUMMARY

To serve as a Public Health Sanitarian responsible for inspecting, investigating, permitting, licensing and enforcement activities of multiple public health environmental and consumer protection programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Processes permit applications for individual sewerage disposal systems, retail food establishments and institutions or modifications to existing permits
- Performs regulatory enforcement activities such as notices of violations, follow-up inspections, seizures and destruction of volatile food products; recommends administrative conferences and hearings to supervisor relative to revocation of permits or other legal actions
- Investigates complaints from the public regarding unsanitary conditions, insect and rodent infestations, food-borne illness, etc
- Conducts independent investigations to determine compliance with State and Federal laws and regulations and the State Sanitary Code
- Conducts independent inspections of permitted establishments and permitted sewerage systems
- Recommends enforcement actions based on knowledge of the Louisiana State Sanitary Code and OPH enforcement and administrative procedures
- Provides technical testimony at hearings and enforcement proceedings
- Participates in emergency response activities
- Collects drinking water, sewage effluent and food samples for analysis

- All parish government employees in a declared emergency shall be considered essential personnel

Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

None.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance.

Interpersonal Skills - Maintains confidentiality.

Oral Communication - Listens and gets clarification.

Written Communication - Writes clearly and informatively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities.

Dependability - Follows instructions, responds to management direction.

Initiative - Volunteers readily; Undertakes self-development activities.

QUALIFICATIONS

Possession of a valid Louisiana Sanitarian's license issued by the Louisiana State Board of Examiners for Sanitarians.

NECESSARY SPECIAL REQUIREMENTS

Must possess and maintain a valid Louisiana driver's license and be able to drive a vehicle to perform duties. A driver's license is not considered valid if it restricts in any way an employee's ability to perform his/her required job duties. For example, a "hardship" license which allows an employee to drive only from their home to work and back is not valid for the purposes of driving on state business. An out-of-state license is not considered valid for an employee who is a current Louisiana resident and has been for at least ninety days, with the exception of active military personnel and currently enrolled students in Louisiana's colleges or universities.

Positions in the Molluscan Shellfish program require that applicants complete the Louisiana Boating Education program and be certified by the Department of Wildlife and Fisheries.

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 will be made to enable individuals with

disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

Education and Experience. In order to obtain the required license, an applicant must have graduated from an accredited college or university with a baccalaureate degree which includes specialized coursework, have successfully completed the "Environmental Health Sciences" course offered by the Centers for Disease Control, have one year of field experience in environmental health acceptable to the Board, and must pass an examination given by the Louisiana State Board of Examiners for Sanitarians. For additional information on the specialized coursework or other requirements, contact the Louisiana State Board of Examiners for Sanitarians.

Language Skills. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, legal documents, and/or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of managers, employees, representatives of federal and state agencies, elected officials, and the general public.

Mathematical Skills. Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

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.

Certificates, Licenses, Registrations. Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment. Incumbent of this position must complete assigned certification training courses necessary to comply with state and federal guidelines.

OTHER SKILLS AND ABILITIES

- Must possess the capability to learn the technical and professional methods, practices, and procedures in public works project management and competent abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer word processing software, business English, spelling, punctuation, and methods and techniques in record keeping and filing systems.
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear;

The employee is occasionally required to sit, smell, or taste, stoop, kneel, crouch, crawl, and climb or balance. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions and working near mechanical moving parts. The noise level in the work environment is normally moderate and occasionally noisy.