

HEALTH OFFICER/SANITARIAN

Job Summary

Performs inspectional and enforcement work in compliance with federal, state and town health regulations relating to general environmental health, housing and sanitation programs. Refer to the Town Administrative Code. Performs administrative and skilled work under the direction of the local Board of Health, the Building and Health Official and the Fire Chief. Works with the Department of Health & Human Services, Division of Public Health Services, Division of New Hampshire Health and Welfare Department in accordance with New Hampshire Revised Statutes.

Supervision Received

Works independently and with minimal guidance under the general supervision of the Building/Health Official and Fire Chief.

Supervision Exercised

None.

Working Conditions

May work outside in all types of weather. Hazardous working conditions include those found at construction sites and around heavy equipment as well as animal and insect bites and unsanitary, unhealthful situations. Restaurant inspections pose potential dangers from burns and falls. There is extensive public contact and a variable amount of office work.

Examples of Duties

(Any one position may not include all of the duties listed. Nor do the listed examples include all duties, which may be found in positions of this class.)

1. Organizes, witnesses, and inspects test pits and percolation tests pertaining to food service and individual septic systems; inspects the required phases of new septic system installations, all septic system alterations, removals, and replacements; investigates reports of all faulty septic systems and institutes corrective measures.
2. May act in an advisory capacity during their normal work shift with regard to soil redefinitions or determinations of areas of wetland soils as required by Planning Board for on-site waste disposal systems or for other purposes.
3. Inspects food service establishments; reviews construction plans for septic systems of food service operations or changes in restaurant configurations.

4. Investigates all health and environmental-related complaints and service requests from the public.
5. Inspects all childcare facilities annually.
6. Reviews sampling data and may collect water samples as needed from community swimming pools and beaches, wells, and septic effluent and surface waters. Determines filter efficiency and directs any required changes; determines if pool area is safe for use by the public.
7. Investigates all personal observations, State orders, and complaints from the public about incidents of environmental pollution; maintains liaison with State, federal, and other appropriate officials.
8. Maintains individual computer records of all investigations, inspections, complaints, and related health issues.
9. Working with the Building and Health Official answers questions from public, town officials, and other groups as requested by the Building and Health Official; advises and assists the public with regard to sanitation, water quality, West Nile Virus, and other health concerns.
10. Reviews product recalls from the FDA and FSIS; determines applicability of recall; notifies stores, food suppliers, etc. of recalls as necessary; inspects locations for compliance with recalls.
11. Takes appropriate enforcement action as needed, including verbal warnings, reports, and facility closures, in cooperation with Building and Health Officer, Board of Health, department heads, and other Town officials. Works proactively with facilities to bring them into compliance.
11. Assists in developing annual departmental budget.
13. Reviews rodent and insect control procedures and applications by food services.
14. Participates in professional activities as directed or required, including relations with Town, State and federal authorities. Attends applicable seminars and educational courses as approved.

Performs other related duties as required.

Knowledge, Skills, and Abilities Required

Thorough knowledge of federal, state and town public health laws, rules and regulations; thorough knowledge of the principles of environmental sanitation and inspection procedures; good knowledge of enforcement procedures in connection with environmental health violations; knowledge of standard laboratory test procedures and equipment used in environmental sanitation and public health; skill in collection and analyzing test samples. Ability to plan and implement programs; ability to conduct investigations and make suggestions to ensure compliance; ability to prepare reports of findings; ability to speak and write effectively; ability to interpret technical regulations; ability to develop and maintain effective working relationships with business people, the public and various public officials.

Minimum Qualifications Required

Bachelor's degree in Environmental Science, Public Health, or Biological or Physical Sciences; Master's degree highly desirable. Four years of progressively responsible experience in sanitary or health inspection work. Certification as a Serve-Safe Manager; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

COGNITIVE AND SENSORY REQUIREMENTS:

Talking: Necessary for communicating with others.

Hearing: Necessary for communicating with others and conducting proper inspections.

Sight: Necessary for doing job effectively and correctly.

DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

Consecutive Hours

Sit 1 2 3 4 5 6 7 8

Stand 1 2 3 4 5 6 7 8

Walk 1 2 3 4 5 6 7 8

Total Hours

Sit 1 2 3 4 5 6 7 8

Stand 1 2 3 4 5 6 7 8

Walk 1 2 3 4 5 6 7 8

ENVIRONMENT: Inside: 50%

Outside: 50%

EQUIPMENT USED: Computer, telephone, copy and FAX machine, calculator, two-way radio, pager, automobile.

HAND MANIPULATION

Grasping: Often required.

Handling: Often required.

Torquing: Seldom required.

Fingering: Occasionally required.

CONTROLS AND EQUIPMENT: Computer, telephone, copy and FAX machine, calculator, two-way radio, pager, automobile, cell phone.

LICENSURE/CERTIFICATION REQUIREMENTS: None.

OTHER TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS: See Job Description.

Specific Vocational Preparation Requirement(s):

- ☐ 1. Short demonstration only.
- ☐ 2. Any beyond short demonstration up to and including 30 days.
- ☐ 3. 30-90 days.
- ☐ 4. 91-180 days.
- ☐ 5. 181 days to 1 year.
- ☐ 6. 1 to 2 years.
- ☒ 7. 2 to 4 years.
- ☐ 8. 4-10 years.
- ☐ 9. Over 10 years.

PHYSICAL ACTIVITY REQUIREMENTS

LIFT up to 10 lbs.: Frequently required.

LIFT 11 to 25 lbs.: Occasionally required.

LIFT 26 to 50 lbs.: Rarely required.

LIFT over 50 lbs.: Rarely required.

CARRY up to 10 lbs.: Occasionally required.

CARRY 11 to 25 lbs.: Occasionally required.

CARRY 26 to 50 lbs.: Rarely required.

CARRY over 50 lbs.: Not required.

REACH above shoulder height: Occasionally required.

REACH at shoulder height: Occasionally required.

REACH below shoulder height: Occasionally required.

PUSH/PULL: Occasionally required.

OTHER PHYSICAL CONSIDERATIONS

Twisting: Occasionally required.

Bending: Occasionally required.

Crawling: Occasionally required.

Squatting: Occasionally required.

Kneeling: Occasionally required.

Crouching: Occasionally required.

Climbing: Occasionally required.

Balancing: Occasionally required.

WORK SURFACE(S): All indoor and outdoor conditions.