

**ERIE COUNTY HEALTH DEPARTMENT
JOB POSTING #2018-12**

The Erie County Health Department is an Equal Opportunity Employer

POSITION: Public Health Registered Sanitarian or Sanitarian-In-Training

DIVISION: Environmental Health

SALARY: Commensurate with experience

WORKING HOURS: Full Time; 8:00 a.m. – 5:00 p.m. – Monday through Fridays, occasional weekend or evening hours – Hours may be altered to accommodate Agency need.

START DATE: Immediate Opening

POSTING DATE: Friday, February 16, 2018

CLOSING DATE: Friday, June 29, 2018 at 5:00 p.m. OR Until Position Is Filled

CONTACT PERSON: Kathy Bango, Human Resources Office

ESSENTIAL ELEMENTS:

- Possesses a working knowledge of Environmental Public Health principles.
- Conducts environmental health testing and sampling, inspections and investigations.
- Determines compliance with and enforces state and local environmental health laws and regulations (i.e., food service operations, campgrounds, pools, spas, schools, mobile home parks, semi-public and private water supplies, and household sewage disposal systems).
- Provides consultative expertise to operators, contractors, and owners concerning environmental health and sanitation laws, regulations and abatement measures.
- Writes detailed reports of environmental health and sanitation inspections.
- Keeps related records.
- Conducts correspondence regarding environmental health records.
- Reviews plans for proposed development subject to public health regulations.
- Issues licenses and permits.
- Provides technical advice to operators, contractors and owners regarding public health sanitation.
- Promotes good environmental health and sanitation practices to the general public, business groups, schools and others.
- Makes recommendations for improvements to environmental health programs.
- Works with public officials and volunteer agencies to promote improvements in environmental health programs.
- Follows all HIPAA provisions concerning confidential information.
- Participates in the Incident Command Structure according to the NIM system.
- Responds to incident management/emergency issues.
- Completes other special projects or duties as assigned.
- Responds to organizational goals, strategic priorities, and management by objectives (MBOs).

NON-ESSENTIAL ELEMENTS:

- Attends professional meetings and conferences.
- Assists in day-to-day training of Sanitarian(s)-in-Training and seasonal Sanitarian Aide(s).
- Assists with training and orientation of new employees.
- Attends meetings as required.
- Communicates according to situational or organizational structure.
- Notifies supervisor of any treatment which may affect decision making.

MAJOR CHARACTERISTICS OF JOB PERFORMANCE:

- Knowledge and understanding of Patient Centered Medical Homes (PCMH) and Public Health Accreditation Board (PHAB) accreditation processes.
- Understands the overall operations of the health department and the Ten Essential Public Health Services.
- Ability to learn, follow directions, and communicate.
- Knowledge of bacteriology, chemistry & epidemiology.
- Knowledge of agency policies and procedures for abatement of unsanitary public health conditions.
- Knowledge of state and local public health laws, regulations and related processes.
- Knowledge of sanitary installation engineering.
- Knowledge of public relations.
- Comprehends technical manuals and verbal instructions.
- Handles sensitive inquiries from and contacts with officials and general public.
- Gathers, collates, and classifies information about data, people, and things.
- Prepares meaningful, concise reports.
- Obtains a Pest Control Operator's License.
- Uses environmental health testing equipment.
- Prepares oral and written communication.
- Operates basic office and computer equipment.

MINIMUM QUALIFICATIONS FOR EMPLOYMENT:

Sanitarian (RS or SIT) licensed through the Ohio Department of Health Sanitarian Registration Program, under the authority of Chapter 4736; ORC. Bachelors of Science (preferred, but not required): Environmental Health, Biology (Bacteriology), Chemistry, Microbiology or Epidemiology. Proficient in electronic records and new technology as applied to position. Must maintain a valid Ohio driver's license and current automobile liability insurance throughout employment.

UNUSUAL WORKING CONDITIONS:

May work weekends & holidays; exposed to communicable diseases, and emergency situations involving community and epidemiology and surveillance.

Qualified applicants may apply to the Human Resources Department, Erie County Health Department, 420 Superior Street, Sandusky, Ohio, (419-626-5623, Ext. 194) OR visit our website at www.eriecohealthohio.org where current job postings can be viewed and an application is available to download. A completed Erie County Health Department employment application must be stamped in the Human Resources Department prior to 5:00 p.m. on June 29, 2018. EOE/AA/ADA

Physical Requirements include at least:

Total Hours:	One Time:	Eight-Hour Day:
Sit	3.0 Hours	2.0 Hours
Stand	1.0 Hours	5.0 Hours
Walk	0.5 Hour	1.0 Hour
Amount:	Lift:	Carry:
Less than 5 lbs.	Constant	Constant
6 – 10 lbs.	Constant	Constant
11-20 lbs.	Frequent	Frequent
21-25 lbs.	Frequent	Frequent
26-50 lbs	Frequent	Frequent
More than 50 lbs.	Frequent	Frequent
<i>Bend:</i> Frequent	<i>Squatting:</i> Frequent	
<i>Crawling:</i> Occasional	<i>Climbing:</i> Frequent	
<i>Reaching:</i> Frequent	<i>Move fingers/limbs easily:</i> Frequent	
Work Conditions		
Unprotected heights		No
Being around moving machinery		Yes
Exposure to marked changes in temperature and humidity		Yes
Driving automotive equipment		Yes
Exposure to dust, fumes and gases		Yes
Use Hands in Repetitive Action Such As:		
Simple Grasp:	Right: Yes	Left: Yes
Push/Pull Arm Controls:	Right: Yes	Left: Yes
Fine Manipulation:	Right: Yes	Left: Yes
Use Feet in Repetitive Movement of Leg Controls:		
Right: Yes	Left: Yes	Both: Yes

Approved for Content & Posting: _____ 

Date 01/30/18