

TOWN OF TRUMBULL

SANITARIAN

HEALTH

WAGE GRADE: H

Performs inspections, reviews and enforcement duties in administering local, state and federal protocols, codes, ordinances and statutes.

GENERAL STATEMENT OF DUTIES:

1. Participates in program development, implementation and evaluation of process and procedures.
2. Receives verbal and written work assignments from the Director.
3. Plans and organizes work according to determined priorities and established procedures.
4. Performs routine and complex investigations consisting of inspections, follow up and enforcement activities for a wide range of environmental matters including but not limited to: food establishments, subsurface sewage disposal systems, water supplies, shell fishing, bathing waters, public pools, construction of residential and commercial buildings, day care centers and general environmental nuisances.
5. Issues licenses and permits related to environmental activities.
6. Collects samples for chemical, microscopic, and bacteriologic tests to provide data for use in detecting and preventing disease, interpret data follows up as necessary.
7. Develops and provides information on environmental issues to interested parties.
8. Prepares statistical and narrative reports on work accomplished and other matters as deemed appropriate by the Director.
9. Works cooperatively with Town departments, state and federal government, community organizations. Participates in ongoing professional education and training.
10. Organizes and maintains files on inspection, review, and application work.
11. Responds to complaints, records disposition, and reports results to supervisor and public as needed.

SUPERVISION RECEIVED:

Works under the administrative direction of the Director of Health and his/her designee.

SUPERVISION EXERCISED:

Supervises staff of the Health Department

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Knowledge of the principles and practices of environmental sanitation.
2. Ability to interpret laws, regulations and ordinances as related to public health.
3. Ability to deal effectively with the public and to gain cooperation.
4. Ability to communicate both orally and in writing.
5. Ability to utilize information technology.
6. Ability to provide exceptional customer service.

EXPERIENCE AND TRAINING:

The skills and knowledge required would generally be acquired with a Bachelor's degree, preferably in public health, with coursework in environmental science and two years current experience in a public health organization.

SUPPLEMENTAL INFORMATION:

Connecticut Registered Sanitarian. Connecticut certification in Food Service Inspection, Subsurface Sewage Disposal Phase I and II. Valid Motor Vehicle Operator's License and reliable insured transportation.