

OCCUPATIONAL GROUP: Inspection and Safety

CLASS FAMILY: Sanitation

CLASS FAMILY DESCRIPTION:

This family of positions includes those whose purpose is to enforce environmental and public health sanitation laws. The different areas of assignment would be inspections, investigations, evaluations, and education programs in environmental and public health sanitation. These positions range from entry level to State Chief level.

CLASS TITLE: Sanitarian 1

DISTINGUISHING CHARACTERISTICS:

These positions perform professional trainee level duties in public health sanitation inspection, investigation, and education. They participate in a sanitation program and provide a full range of services in food, milk and water sanitation, sewage and solid waste disposal, school and institutional sanitation, disease and rodent control, and disaster sanitation. Work is governed by extensive guidelines, procedures, laws, regulations, rules, and policies. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Conducts health inspections for settings such as food service establishments, hotels, swimming pools, schools, or all licensed facilities to determine compliance with applicable health regulations.
- Evaluates water well and private sewage disposal system applications and performs onsite evaluations prior to issuing permits. Completes onsite inspections of all water wells and private sewage disposal system installations and complaints.
- Investigates and conducts follow up inspections on reported animal bits to include the collection, transport and submission of samples/specimens for laboratory analysis.
- Investigates and conducts follow up inspections on sanitation complaints.
- Conducts investigations on disaster (fire, flood, power outages) related issues such as salvage and clean-up operations; provides assistance and information.

KNOWLEDGE SKILLS AND ABILITIES:

- Knowledge of the principles and practices of public health sanitation.
- Knowledge of federal, state and local rules, regulations and guidelines pertaining to public health sanitation.
- Knowledge of the techniques of collecting analyzing data.
- Ability to conduct studies, evaluate results and prepare reports.

- Ability to establish effective working relations with local government officials and the general public.
- Ability to communicate both orally and in writing.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a regionally accredited college or university.

Experience: N/A

Education & Experience Substitution: N/A

Certificates, Licenses, Registrations: N/A

Special Requirement: A valid driver's license and availability of an automobile for continuous use may be a requisite for employment. Upon hire, must register as a Sanitarian-In-Training with the West Virginia Board of Registration for Sanitarians.

CLASS TITLE: Sanitarian 2**DISTINGUISHING CHARACTERISTICS:**

These positions perform professional full-performance level duties conducting inspections, investigations, and educational programs in public health sanitation. This level has some latitude for independent judgment and may vary work methods and procedures within prescribed parameters, as work is governed by extensive guidelines, procedures, laws, regulations, rules, and policies for evaluations, inspections, and investigations. They continue to participate in a sanitation training program and/or may perform as a lead worker in the enforcement of environmental and public health sanitation laws. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.):*

- Conducts health inspections for settings such as food service establishments, hotels, swimming pools, schools, or all licensed facilities to determine compliance with applicable health regulations.
- Evaluates water well and private sewage disposal system applications and performs onsite evaluations prior to issuing permits. Completes onsite inspections of all water wells and private sewage disposal system installations and complaints.
- Investigates and conducts follow up inspections on reported animal bits to include the collection, transport and submission of samples/specimens for laboratory analysis.
- Investigates and conducts follow up inspections on sanitation complaints.
- Conducts investigations on disaster (fire, flood, power outages) related issues such as salvage and clean-up operations; provides assistant and information.
- Performs site inspections prior to construction; performs inspection of new construction and additions to existing facilities prior to opening.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and practices of public health sanitation.

- Knowledge of federal, state and local rules, regulations and guidelines pertaining to public health sanitation.
- Knowledge of the techniques of collecting analyzing data.
- Knowledge of physical and engineering principles relating to water supplies and waste water disposal systems.
- Ability to conduct studies, evaluate results and prepare reports.
- Ability to establish effective working relations with local government officials and the general public.
- Ability to communicate both orally and in writing.

MINIMUM QUALIFICATIONS:

Education: Bachelor’s degree from a regionally accredited college or university.

Experience: 1-2 years of full-time or equivalent part-time paid experience as a sanitarian.

Education & Experience Substitution: Master’s degree from a regionally accredited college or university.

Certificates, Licenses, Registrations: N/A

Special Requirement: 1) A valid driver’s license and availability of an automobile for continuous use may be a requisite for employment. 2) Must be registered as a Sanitarian-in-Training with the West Virginia Board of Registration for Sanitarians. Certification as a Registered Sanitarian by the West Virginia Board of Registration for Sanitarians.

CLASS TITLE: Sanitarian 3

DISTINGUISHING CHARACTERISTICS:

These positions perform advanced level work in one of the following roles: 1) have formally delegated supervisory responsibilities for planning, assigning, reviewing, and approving the work of three or more full-time employees in a local health department; 2) serving as a lead worker in a larger or multi-county local health department; 3) as a specialist in the state office inspecting for compliance with public health law, rules, and policies; advising, consulting, and providing direction to local health officials, industry, public officials and citizens concerning public health law, rules and policies. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.):*

- Supervises staff to include initiating disciplinary actions, approving sick and annual leave requests, conducting performance evaluations, recommending salary increases.
- Lead the work of others in a large or multi-county local health department; assign and review work.
- Provides technical advice and assistance to local health department officials, government offices, and the general public.
- Sets goals and objectives of an established organizational unit and the coordination of resources to meet those objectives; develops plans and executes policies; interprets policies of the unit to employees and others.

- Plans, organizes, and evaluates a comprehensive public and environmental health program.
- Serves on committees representing the agency.
- Plans, organizes and monitors the issuance of licenses, permits, citations, violation notices and orders which may include contracting and coordinating with other agencies, property owners, contractors, etc.
- Monitors and coordinates the inspection and enforcement activities of assigned staff to insure that all operations are managed efficiently and effectively and initiates appropriate actions designed to accomplish established goals, missions and objectives of the department.
- Conducts health inspections to determine compliance with applicable health regulations.
- Develops and conducts on going in service training programs.
- May present information at court hearings and provide testimony.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and practices of public health sanitation.
- Knowledge of federal, state and local rules, regulations and guidelines pertaining to public health sanitation.
- Knowledge of the techniques of collecting analyzing data.
- Knowledge of physical and engineering principles relating to water supplies and waste water disposal systems.
- Knowledge of supervisory and management techniques.
- Ability to conduct studies, evaluate results and prepare reports.
- Ability to establish effective working relations with local government officials and the general public.
- Ability to resolve complex problems requiring the exercise of good judgment.
- Ability to communicate both orally and in writing.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a regionally accredited college or university.

Experience: 3 years of full-time or equivalent part-time paid experience as a sanitarian.

Education & Experience Substitution: Master's degree from a regionally accredited college or university.

Certificates, Licenses, Registrations: N/A

Special Requirement: A valid driver's license and availability of an automobile for continuous use may be a requisite for employment. Certification as a Registered Sanitarian by the West Virginia Board of Registration for Sanitarians.

CLASS TITLE: Sanitarian Manager

DISTINGUISHING CHARACTERISTICS:

These positions perform administrative and managerial work overseeing a public health program at a state office or at a large or multi-county local health department. They have the

responsibility for setting goals and objectives, coordinating resources to meet those objectives, developing and executing policies, and interpreting law, rules and policies. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Plans, develops, and implements a complex general environmental and public health sanitation program.
- Directs the work of staff in the program area.
- Establishes goals and objectives, develops policies and procedures.
- Evaluates programs for effectiveness and accomplishment of goals and makes recommendations to changes in programs.
- Prepares reports.
- Advises government officials and/or public in the law, rules and policies of the program area.
- Attends meetings representing the agency.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and practices of public health sanitation.
- Knowledge of federal, state and local rules, regulations and guidelines pertaining to public health sanitation.
- Knowledge of physical and engineering principles relating to water supplies and waste water disposal systems.
- Knowledge of supervisory and management techniques.
- Ability to resolve complex problems requiring the exercise of good judgment.
- Ability to establish effective working relations with local government officials and the general public.
- Ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a regionally accredited college or university.

Experience: 4 years of full-time or equivalent part-time paid experience as a sanitarian.

Education & Experience Substitution: Master's degree from a regionally accredited college or university.

Certificates, Licenses, Registrations: N/A

Special Requirement: A valid driver's license and availability of an automobile for continuous use may be a requisite for employment. Certification as a Registered Sanitarian by the West Virginia Board of Registration for Sanitarians.