

Middletown, CT Job Description

Classification Title	Chief Public Health Sanitarian
Job Code	
Department	Health
Union Group	Teamsters 671
FLSA Status	Exempt
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to manage operational functions of the Middletown Health Department, ~~assist the Director in overseeing and supervising the operations of the Health Department, to assist in the preparation and administration of the budget, and to perform inspections and review and enforce health and housing statutes, regulations and City health codes. The work is performed under the direction of the Director of Health/Vital Statistics.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Assists the Director in overseeing the operations of the office. Fills in for the Director in his/her absence. Develops and implements department rules. Drafts city ordinances; ~~prepares work for staff.~~
- Assists in preparing and monitoring the budget. Approves and signs purchase orders.
- Serves on various city and community committees representing public health.
- Supervises department personnel, which includes; assistings in selecting new employees; providing instruction and training; plannings, coordinatinges, assignings and reviewings work. Allocates personnel; maintains standards and evaluates performance. Recommends disciplinary action.
- Serves as operational leader for public health response for mass dispensing area. Works with community volunteer corps agencies for public health response. Serves as emergency shelter manager for the City.
- ~~Coordinates and manages seasonal influenza vaccine clinics.~~
- ~~Assigns inspections to inspection staff; makes decisions related to inspections; coordinates inspections and investigations; coordinates inspection activities with other City departments and agencies. Initiates and coordinates inspections with Fire Department. Interprets, implements and enforces regulations and ordinances.~~

Middletown, CT Job Description

Classification Title	Chief Public Health Sanitarian
Job Code	
Department	Health
Union Group	Teamsters 671
FLSA Status	Exempt
Pay Grade	

- ~~May conduct sanitary inspections and investigations including food, septic, wells, pools, bathing areas, soil testing, ground water, water sampling, public nuisance, day care, schools, noise, light, health facilities, ticks, mosquitoes, and vector control, etc; conducts and reviews chemical, microscopic and bacteriological tests and transports field samples to state lab.~~
- ~~Reviews site plans for new or renovated projects as related to public and environmental health; reviews applications and staff field work on installation of new and repaired septic systems and private wells.~~
- ~~Prepares a variety of reports, documents and correspondence; submits special project and status reports on division projects. Meet with City Attorney, Prosecutor and City agencies regarding active litigation. Meets with attorneys and their clients.~~
- ~~Acts as liaison; represents the department on citywide committees related to health and safety; assists the public in applying for and meeting the requirements of health permits and licenses. Investigates complaints. Conducts public health and environmental education seminars and workshops~~
- ~~Organizes and maintains files and records on inspections, reviews and permit applications.~~
- ~~Monitors environmental and public health condemnations; monitors demolition permits; monitors status of lead, asbestos, radon, underground fuel storage tanks, septic system and private well abandonment projects.~~
- ~~Maintains required tools, instruments and supplies.~~
- Responds to emergency situations.
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

~~Bachelor's Master's Degree and at least ten years of experience in Public Health or a related field with three to five years of experience in providing services in the area of sanitary inspections related to public and environment health, or Bachelor's Degree in Public Health or related field with a minimum of five years experience in providing services in the area of sanitary inspections related to public and environmental health.~~

Middletown, CT Job Description

Classification Title	Chief Public Health Sanitarian
Job Code	
Department	Health
Union Group	Teamsters 671
FLSA Status	Exempt
Pay Grade	

~~Appropriate education substitutions can be made.~~

Formatted: Space Before: 6 pt

Other

- ~~Positions also requires certifications in the following areas of Public and Environmental Health valid in the State of Connecticut: Food Service Inspector, Septic Inspector Phase I and II, Lead Inspector Certification, Registered Sanitarian.~~

PREFERRED QUALIFICATIONS

~~Master's degree and at least five years of supervisory experience.~~

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.~~Knowledge of Public Health Practice and Law
- ~~Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.~~Ability to work with administration, outside departments and agencies and state and federal governments and agencies
- ~~Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as reports, records, test results, policy, regulations, codes, ordinances, status reports, permits and licenses, blueprints, inspection reports, legal notices, manuals, professional publications, zoning maps, procedures and non-routine correspondence.~~
- ~~Requires the ability to communicate orally and in writing with the department Director and all department staff; other agencies, trades people, architects, attorneys, doctors, engineers, food service managers, pool personnel, day care operators, consultants, residents, the media and the public.~~
- ~~Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals; may require the ability to perform mathematical operations with fractions and algebra.~~
- Ability to supervise and evaluate employees

Middletown, CT Job Description

Classification Title	Chief Public Health Sanitarian
Job Code	
Department	Health
Union Group	Teamsters 671
FLSA Status	Exempt
Pay Grade	

- Ability to Pprioritize and assign work
- Knowledge in Training, orienting, and managinge personnel
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Balance competing requirements and needs of client organizations
- Ability to Apply listening and interview skills, work under pressure, address conflict, solve problems, and make sound split-second judgments
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Effectively present information and respond to questions from students, faculty, staff, and visitors
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Mmeet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing

Middletown, CT Job Description

Classification Title	Chief Public Health Sanitarian
Job Code	
Department	Health
Union Group	Teamsters 671
FLSA Status	Exempt
Pay Grade	

- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, thermometers, meters, transit, laser, drafting instruments, and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, odors and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Middletown, CT Job Description

Classification Title	Chief Public Health Sanitarian
Job Code	
Department	Health
Union Group	Teamsters 671
FLSA Status	Exempt
Pay Grade	

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

~~Ability to work under conditions that require exposure to environmental factors such as temperature extremes, machinery, traffic or chemical hazards. This exposure may cause some discomfort and presents a risk of injury.~~

Incumbents may be subjected to moving mechanical parts, odors, dust, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, workspace restrictions, vibrations, chemicals, and oils.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Date created:	02/27/15
Dates revised	