

ASSOCIATE SANITARIAN

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents administer, develop and directly supervise non-engineering public health work for the Health Departments' Division of Environmental Health Services such as Senior Sanitarians and Sanitarians. Responsibilities involve direction of field and clerical staff of a Bureau District Office and/or of an assigned program or programs, to implement and enforce County and State Public Health laws and sanitary codes promulgated to protect the public health and sanitary practices in the community. Incumbents oversee approved training to ensure consistency of field staff working in Environmental Health programs and works with the Senior Sanitarians to develop consistency in program implementation. Coordinates field response to imminent public health issues including but not limited to food borne, norovirus, and flu outbreaks as needed. Programs assigned to supervise may include, but are not limited to, those related to food service establishments (including the review and approval of plans for eating places), children's camp's safety, temporary residences, housing, pools, beaches, insect and pest control, rabies control, animal facilities, petroleum bulk storage, ATUPA (Adolescent Tobacco Use prevention Act), sewage, water supplies, clean indoor air, and Childhood Lead Poisoning Prevention. Incumbents communicate with various members of the public in relation to complaints and program-related issues. Incumbents may participate in the development of sanitary codes and regulations, and operating policies and procedures. Supervision is exercised over subordinate environmental health personnel and clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assures that mandated state requirements are performed properly, efficiently and in a timely manner, while acting as district office manager;

Coordinates field response to imminent public health issues including but not limited to food borne, norovirus, and flu outbreaks as needed

Establishes, monitors and evaluates the goals and objectives of the district office and assures that they are achieved;

Assists in the recruitment, training and motivation staff in order to obtain maximum production and efficiency. Evaluates the performance of all subordinates in order to maintain quality standards;

Analyzes problems concerning work issues that they observe or which are brought to their attention by staff, and recommends methods of resolution;

Supervises subordinate field and clerical staff in the performance of their job duties;

Directs, coordinates, delegates, evaluates, and prioritizes work assignments in order to assure that all staff have appropriate and adequate responsibilities and that assignments are completed in a timely fashion and in accordance with established procedure and protocols;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

May perform and/or participate in the performance of field work, inspections, training staff, speaking with groups, and otherwise training and educating the public, and representing the department at forums;

When required the incumbent participates in the Westchester County Radiological Emergency Response Plan by assisting in the gathering of radiological data necessary to protect the public;

Reviews the paper work for all cases to be submitted for legal action in order to assure clarity and accuracy of statements and to insure the utilization of the proper sections of law;

May review and approve non-engineering plans for Department of Health permitted facilities;

Communicates orally and/or in writing with government officials including local, state and federal, and the public in general about matters before the department;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of environmental health principles, practices, laws and regulations; thorough knowledge of public health principles, practices, laws and regulations; good knowledge of the relationships between the activities of other professionals and the total public health program; ability to supervise the work of others; ability to work independently and make programming decisions; ability to manage a diversity of program activities performed at multiple locations; ability to communicate effectively, both orally and in writing; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; sound professional judgment; initiative; flexibility; tact; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* with a minimum of thirty credit hours in the natural sciences**, of which not more than twelve credit hours may be in the applied sciences**, satisfactory completion of a public health training course approved by the State Health Department and four years of environmental health experience, one of which must be equivalent to that of a Senior Public Health Sanitarian in a New York State, County or City health department.

SUBSTITUTIONS: A Master's Degree* in Public Health or a closely related field may substitute for one year of the general experience as stated above. There is no substitution for the one year of specialized experience.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in the State of New York, at time of appointment.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

**SPECIAL NOTE: The term natural science means a science such as biology, chemistry, or physics that deals with the objects, phenomena, or laws of nature and the physical world. It includes all physical and biological sciences. The term applied science shall mean science based courses in environmental technology, sanitarian technology, medical technology, public health, infectious control or food science.