

## PRINCIPAL SANITARIAN

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, this position assists in the administration, development and supervision of the Bureau of Public Health Protection programs. This position provides division-wide supervision of all non-engineering programs and activities within the Division. A Principal Sanitarian oversees subordinate supervisory staff to ensure Division goals are met and protocols and policies are followed. The programs involve food service establishments, facilities for refuse disposal, insect and rodent control, general public health nuisances, x-ray installations, childhood lead poisoning prevention, petroleum bulk storage, air quality, sewage, sanitation of habitable buildings, bathing facilities, children's camps. ATUPA (Adolescent Tobacco Use Prevention Act), temporary residences and farm labor camps. The work involves the enforcement of County and State public health laws and sanitary codes pertaining to the programs, the promotion of sanitary practices in the community, and the development of plans for the training and supervision of staff. Incumbents are expected to contribute actively in the development of sanitary codes and regulations, operating policies and procedures. General supervision is exercised over a number of professional and technical personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Works with senior Division staff in long-range planning and evaluation of non-engineering programs and activities within the Division.

Assists in the supervision and administration of environmental health programs to ensure compliance with mandated state requirements and departmental policies and procedures;

Directs and conducts special and high-level environmental health investigations, and prepares reports and recommendations;

Directs environmental health phases of investigations relating to foodborne diseases and permitted program related injuries and deaths, creates state reports and makes recommendations as the result of investigations;

Reviews and recommends for approval all cases submitted for legal action from the various District Office Supervisors in order to ensure clarity and accuracy of statements and utilization of the proper sections of the law;

Represents the Bureau in presenting cases before a hearing officer, and is responsible for ensuring that cases are updated;

May review and approve plans and specifications relating to the Bureau's programs;

Reviews inspection reports, activity reports and other work of District Supervisors (Associate Sanitarians) and Senior Sanitarians;

Assists in the direction and participates in the recruitment, training and development of subordinate personnel;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Develops and implements educational programs including workshops and presentations for the public, facility operators, and departmental staff;

Functions as a liaison with representatives of the public and other levels of government (local, state and federal), pertaining to matters before the department or clarification of public health regulations;

Supervises special environmental programs as assigned;

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

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of public and environmental health principles, practices, laws and regulations, and how the activities of other professionals relate to the total public health program; ability to manage and supervise a variety of program activities performed at multiple locations; ability to supervise the work of others; ability to communicate effectively, both verbally and in writing; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; ability to effectively 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 (30) 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 five years of environmental health experience, one of which must be equivalent to that of an Associate Public Health Sanitarian in a New York State, County or City health department.

SUBSTITUTION: 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 driver's 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.

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