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| Job Title: | Sanitarian | Supervises: | N/A |
| Department: | Environmental Health | FLSA Status: | Non-Exempt |
| Reports to: | Ringgold County Board of Health | Hours: | Up to 29 hours per week |

Summary:

Perform work in environmental programs including septic permitting and inspections, consultation regarding water quality, abandoned well plugging/rehabilitation/new well construction, swimming pool or tattoo establishment inspections, environmental monitoring for nuisance and hazards, and related work as required.

**Essential Job Duties and Responsibilities:**

*The following duties are not to be construed as exclusive or all inclusive. Other duties may be required and assigned including responding to an emergency event or participating in exercises to test emergency plans.*

* Obtain required certifications for various programs through trainings, meetings, and conferences to assure continuing education as required.
* Issue permits for wells and wastewater systems
* Conduct time of transfer inspections and assure documentation/follow-up completed
* Assure designed wastewater systems are in compliance with applicable state laws or regulations
* Conduct inspections for on-site wastewater systems and well systems
* Consult and supervise well plugging as needed by land owners
* Complete water testing samples for wells as requested by homeowners
* Assure all septic contractors are registered with the county; maintain data base for reference
* Conduct inspections for swimming pool and tattoo establishments as required by state law
* Input data into computer databases for permits, soil analysis, components of installation for wastewater system following final inspections for on-site wastewater systems
* Track permits including NPDES permit requirements. Collect samples of wastewater discharging systems
* Post well data into PWTS database for well permits or well information for the Grants-to-Counties program
* Respond to nuisance or hazardous condition complaints with written evaluation
* Provide activity reports to the Board of Health reporting in-person as requested
* Coordinate with county auditor/Board of Supervisors for claims submission as well as appropriate accounting of expense and revenue
* Track monthly expenses/revenue and complete annual budget with the Board of Supervisors
* Maintain files of program activities
* Assists in developing and revising ordinances, rules, regulations, and policies regarding assigned functions
* Submission of grant reports and assure completion of duties per grant requirements
* Provide consultation and support for emergency management coordinator as needed for situations such as chemical spills, fish kills, pesticide spills, hazardous waste spills, to protect public health and facilitate timely cleanup
* Collaborates with county attorney for legal matters as needed to assure compliance with applicable laws and regulations
* Communicates with the public to educate on environmental health issues or regulations as needed
* Assists in developing and revising ordinances, rules, regulations, and policies regarding assigned functions

**Knowledge and Abilities:**

* Knowledge of applicable rules and regulations
* Ability to read and understand maps such as soil, plat, and interpretative
* Ability to interpret soil analysis results
* Good interpersonal, problem solving, verbal, and written communication skills
* Ability to use a variety of computer programs, camera, field equipment such as soil probe/shovel, calculator, GPS, copier, fax, and other basic office equipment
* Ability to achieve trainings, certifications, and registrations as required by various programs
* Ability to use functional reasoning and apply rational judgement in performing diversified work activities

**Preferred Minimum Qualifications - (Education and Experience):**

* High school graduate with technical background for knowledge of environmental health
* Physical capabilities: Good physical and mental health without deficit in senses including hearing, vision, smell, and sight
* Personal characteristics: Tolerance of irregular schedule, stress, and dealing with a variety of personalities

**Physical Demands:**

* Indoor and outdoor work including climbing, balancing, bending, crawling, lifting, pulling, pushing, sitting, standing, or walking on uneven surfaces
* Tolerance of occasional undesirable conditions including weather extremes, construction equipment, exposure to odors from waste or remains, noise, fumes, or dust.

**Certificates, Licenses, Registrations:**

* Iowa Driver’s license and ability to operate a motor vehicle that is insured

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Employee Signature Date

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Board of Health Chair Signature Date