

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

ENVIRONMENTAL SANITARIAN

JOB DESCRIPTION

Employees in this job function as professional environmental sanitarians completing or overseeing a variety of assignments to enforce environmental health laws.

There are four classifications in this job.

Position Code Title – Environmental Sanitarian-E

Environmental Sanitarian 9

This is the entry level. As a trainee, the employee carries out a range of professional environmental sanitarian assignments while learning the methods of the work.

Environmental Sanitarian 10

This is the intermediate level. The employee performs an expanding range of professional environmental sanitarian assignments in a developing capacity.

Environmental Sanitarian P11

This is the experienced level. The employee performs a full range of professional environmental sanitarian assignments in a full-functioning capacity. Considerable independent judgement is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Code Title – Environmental Sanitarian-A

Environmental Sanitarian 12

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

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Inspects and evaluates facilities and recommends actions related to licensure and certification of hospitals, nursing homes, homes for the aged, and county medical care facilities.

Makes on-site inspections of food service establishments.

Performs evaluations of on-site water supplies and sewage disposal facilities; assists in determining corrective measures.

Serves as a consultant to local health departments in the administration of their food service sanitation programs; ascertains that standards are interpreted uniformly and that proper enforcement procedures are utilized.

Reviews plans for new or extensively remodeled food service establishments; may meet with architects, engineers and equipment suppliers to discuss plans and specifications.

Inspects environmental conditions in agricultural labor camps, health facilities, prisons, mobile home parks, campgrounds and solid waste disposal facilities to determine compliance with applicable health regulations.

Inspects marinas to determine compliance with rules applicable to sanitation, safety and pump-out facilities.

Reviews local and regional solid waste management programs to determine adequacy.

Reviews proposed refuse disposal sites, including preliminary and final site and plan review; provides recommendations for meeting requirements and regulations.

Consults with private enterprise and local government on problems and methods of solution.

Provides consultation in connection with specialized equipment used in the industries which are under supervision of environmental health programs.

Makes recommendations under public health regulations for issuance of licenses and certifications.

Conducts surveys and makes evaluations of solid waste disposal facilities.

Develops training aids and conducts training sessions for local health department personnel and others.

Maintains records and prepares reports and correspondence relative to the work.

Performs related work as assigned.

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Additional Job Duties

Environmental Sanitarian 12 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

Environmental Sanitarian 12 (Senior Worker)

Performs on a regular basis professional environmental sanitarian assignments which are recognized by Civil Service as more complex than those assigned at the experienced level.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the principles and practices of the physical or biological sciences, sanitary science or environmental health.

Knowledge of the techniques of collecting and analyzing data.

Knowledge of environmental health terminology.

Ability to conduct studies, evaluate results and prepare reports.

Knowledge of the function and authority of state and local health departments.

Knowledge of environmental health problems in various related program areas.

Knowledge of standards related to environmental health programs.

Knowledge of inspection and regulation methods in environmental health.

Knowledge of state and federal laws pertaining to environmental health.

Ability to meet and work with officials of government, industry, medical care facilities and the general public.

Ability to observe critically and evaluate findings.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

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Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Environmental Sanitarian 12 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a bachelor's degree in the physical or biological sciences, sanitary science, or environmental health.

Experience

Environmental Sanitarian 9

No specific type or amount is required.

Environmental Sanitarian 10

One year of professional experience in the enforcement of environmental health laws equivalent to an Environmental Sanitarian 9.

Environmental Sanitarian P 11

Two years of professional experience in the enforcement of environmental health laws equivalent to an Environmental Sanitarian, including one year equivalent to an Environmental Sanitarian 10.

Environmental Sanitarian 12

Three years of professional experience in the enforcement of environmental health laws equivalent to an Environmental Sanitarian, including one year equivalent to an Environmental Sanitarian P11.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

ENVIROSAN

Job Code Description

Environmental Sanitarian

Position Title

Environmental Sanitarian-E

Environmental Sanitarian-A

Position Code

ESANE

ESANA

Pay Schedule

H21-001

H21-009

ECP Group 2
Revised 6/1/06
TeamLeaders