

## Eastern Highlands Health District

JOB DESCRIPTION	
<b>Job Title:</b> Assistant Director of Health/Sanitarian II	<b>Grade:</b>
<b>FLSA Status:</b> Exempt	<b>EEO Category:</b> Professional
<b>Job Classification Designation:</b>	<b>Bargaining Unit:</b> N/A

**Job Summary:** The position requires both administrative skills and field experience. This class is accountable for performing professional sanitarian inspection work at a full performance level involving enforcement of the public health code. Conducts special projects and prepares reports.

**Guidelines for Class Use:** Work involves responsibility for maintaining environmentally safe health district conditions through the enforcement of the Public Health Code and Statutes and local ordinances pertaining to environmental health. Incumbents in this class will be responsible for making difficult health and safety decisions.

**Supervision Received:** Works under the general direction of the Director of Health, and receives specific direction from the Chief Sanitarian as it pertains to Environmental Health services.

**Supervision Exercised:** May supervise and guide other staff as assigned.

**Examples of Essential Duties:**

- Addresses or provides training to public and other interested groups;
- Assists in design, coordination and implementation of local health program;
- Assists in development, programmatic implementation and data maintenance of projects under grant or State funding;
- Collects samples for laboratory analysis;
- Educates food handlers, promotes training programs, gives advice to food service personnel on proper food sanitation techniques, and investigates food-borne illnesses;
- Ensures corrective measures for violations cited by the Department of Public Health are met;
- Inspects and/or investigates complaints within an assigned area such as all aspects of lead and asbestos abatement activity, on-site sewage systems, vectors and disease sources (e.g. food borne outbreaks);
- Interprets laboratory results;
- Investigates environmental complaints, such as garbage and rubbish disposal, rodent and insect infestations, noise, air and water quality, disease vectors, mosquito control, obnoxious weeds, housing concerns and unsanitary environmental conditions;
- Makes field evaluations;
- Participates in professional education/training;
- Participates in public health programing as required;
- Performs inspections, investigations, surveying and report preparation;
- Performs mathematical computations;
- Prepares reports and enforcement action recommendations for review by supervisor;
- Reads and/or interprets Public Health Code and related laws;
- Regulates new water supply wells including site inspections of property, issuing permits to well drillers and reviewing water sample analysis reports, and issues well permits;
- Responds by telephone, in person or in writing to persons seeking information regarding health rules and regulations, specific complaints, license requirements and other environmental health problems;
- Reviews plans and inspects sites for septic system installation including consultation with owners and contractors, and soil testing, and issues permits to construct septic systems;

- Reviews plans and makes necessary inspection for approval of new restaurants, food stores, day care centers and other businesses, as provided by statute;
- Trains health personnel in public and private sector on health, safety and writing legal notices;
- Writes inspection reports and prepares information letters;
- Coordinates, assigns and oversees workload for assigned staff; selects, trains, motivates, evaluates and disciplines staff as required; approves timesheets and paid time off.
- Provides emergency “on-call” coverage as assigned.
- Serves as Acting Director in the Director’s absence, as assigned.
- Provides technical assistance and professional guidance to the Health District Board and committees as assigned.
- Performs related duties as required.

**Knowledge, Skills and Abilities:**

- Knowledge of biological concepts and principles relating to environmental health;
- Knowledge of inspection and investigatory techniques relating to public health hazards;
- Knowledge of relevant state and federal laws, statutes and regulations; knowledge of more advanced mathematical concepts including statistical analysis;
- Knowledge of the laws, rules and regulations governing the enforcement of environmental health codes for areas of assigned responsibility;
- Considerable oral and written communication skills;
- Interpersonal skills;
- Ability to analyze health conditions and recommend effective solutions;
- Ability to communicate effectively in oral and written form;
- Ability to concentrate on complicated detail and complex issues for an extended time with some interruption, pressure and changing priorities;
- Ability to discriminate between colors;
- Ability to distinguish verbal communication and communicate through speech;
- Ability to learn and apply new information, methodologies, techniques and legislation applicable to departmental activities;
- Ability to maintain files and records.
- Ability to make mathematical calculations using a calculator;
- Ability to perform multiple and diverse tasks over long periods of time and ability to remember information that has been read, studied or previously learned;
- Ability to read plans, maps or diagrams and read from a computer monitor;
- Ability to use knowledge and reasoning to solve complex problems;
- Ability to utilize computer software;
- Ability to train;
- Ability to establish and maintain effective working relationships with individuals from diverse backgrounds including but not limited to elected officials, residents, patrons and other stakeholders.

**Minimum Qualifications:** Graduation from a four-year accredited college or university, or university course work of study with major course work in public health, environmental health, bacteriology or a closely related field and 5 years of progressively responsible experience in environmental, public health or a related field. Master’s Degree in Public Health from an accredited college or university is required. Supervisory experience preferred. Consideration may be given to equivalent experience, education and training.

**Special Requirements:** Incumbents in this class must have a valid Connecticut Motor Vehicle Operator’s Driver’s license. Incumbents in this class must be a Connecticut Registered Sanitarian, and possess a Phase I

and II subsurface sewage disposal certification from The State of Connecticut. Incumbents in this class must possess and retain certification as a Food Inspector by the Department of Public Health. Incumbents in this class may be required to completed and pass “Qualified Lead Inspector” Training Program. Incumbents in this class may be required to travel. Incumbents in this class may be required to attend night meetings of commissions and boards. Incumbents in this class may be required to work evenings and weekends. Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications. Management/administration experience in a local health department is preferred.

**Working Conditions, Physical and Mental Requirements:** Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. Incumbents in this class may be exposed to some risk of injury or physical harm from adverse on site environments and some discomfort from year round weather conditions. Incumbents in this class includes exposure to hazards that may require special safety precautions. Incumbents may be required to use protective equipment such as respirators and safety goggles.

**Frequency: Place an “X” in each box that is appropriate to your job.**

<b>NEVER (N)</b>	<b>OCCASIONALLY (O)</b>				<b>FREQUENTLY (F)</b>				<b>CONSTANTLY (C)</b>				
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift				
<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>
<b>Physical Demands:</b>					Depth Perception								X
Standing			X		Color Distinction								X
Walking			X		Peripheral Vision								X
Sitting			X		Driving				X				
Lifting		X			<b>Physical Strength:</b>								
Carrying		X			Little Physical Effort (-10 lbs.)		X						
Pushing		X			Light Work (-20 lbs.)		X						
Pulling		X			Medium Work (20-50 lbs.)		X						
Climbing		X			Heavy Work (50-100 lbs.)		X						
Balancing		X			Very Heavy Work (100+ lbs.)	X							
Stooping		X			<b>Environmental Conditions:</b>								
Kneeling		X			Cold (50 degrees F or less)		X						
Crouching		X			Heat (90 degrees F or more)		X						
Crawling		X			Temperature Changes		X						
Reaching		X			Wetness		X						
Handling		X			Humidity		X						
Grasping		X			Extreme Noise or Vibration		X						
Twisting		X			Exposure to Chemicals		X						
Feeling			X		Exposure to Gases and Fumes		X						
Talking			X		Exposure to Unpleasant Odors		X						
Hearing				X	Exposure to Bodily Fluids	X							
Repetitive Motion			X		Exposure to Dampness		X						
Hand/Eye/Foot Coordination			X		Confinement to a Small/Restricting Area		X						
Visual Acuity/Near			X		Mechanical Hazards		X						
Visual Acuity/Far			X		Physical Danger		X						

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Eastern Highlands Health District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.

Updated: June 4, 2025