

**TITLE:** SANITARIAN  
**LEVEL:** GRADE 10 \$15.42hr - \$23.00hr  
**DEPARTMENT:** HEALTH

**FUNCTION:** Administers, educates and performs work developing programs and procedures of environmental sanitation, health and hygiene.

**SUPERVISION RECEIVED:** Works under the general supervision of staff of higher grade level, the Assistant Director and Director of Public Health.

**SUPERVISION EXERCISED:** None.

**RESPONSIBILITIES:** Upon appointment serves as an agent of the New Bedford Board of Health.

Conducts inspections of facilities to ensure compliance with State and local health regulations including prevention of childhood lead poisoning; inspects dwellings used for human habitation; collects food samples and performs swab tests in order to determine the wholesomeness of food in regard to its preparation, storage, handling, serving, transportation, etc.

Interviews individuals who register complaints involving pollution control and violations of sanitation and environmental health laws and regulations; notifies owners in writing of violations and establishes a reasonable amount of time to correct violations.

Enforces compliance with State and local rules and regulations; writes detailed technical reports on all violations, complaints and inspections following a standardized reporting methodology.

Regularly performs routine, follow-up and investigative field inspections of food establishments and bakeries; insect and rodent control; tobacco control; food recalls; air, water and noise pollution; unsanitary conditions; septic systems and swimming pools; and all other businesses permitted/licensed by the Board of Health.

May be required to collect samples in the field and/or conduct laboratory analysis to monitor a variety of health issues and ensure compliance with public health standards.

Initiates litigation and provides testimony to ensure abatement of public health violations and enforcement of State and local regulations under the jurisdiction of the New Bedford Board of Health as well as City ordinances as designated.

Participates in Emergency Preparedness Trainings, Drills and Exercises as needed. Registered to receive communications from the Homeland Health Alert Network (HHAN) and may be designated as an Essential Employee in the event of a Public Health Emergency.

Prepares and provides public health education materials and lectures.

## **DESIRED MINIMUM QUALIFICATIONS:**

### **Education and Experience:**

Bachelor's Degree in Environmental Health, Public Health, Laboratory Science or closely related field is preferred or an Associate's Degree in a closely related field; minimum two years of full-time technical or professional experience in food service sanitation, a building trade, environmental sanitation, pest control or other related public health field.

Possession of Food Handlers or Food Protection Manager Certification or the ability to obtain one within 12 months of hire. Massachusetts Registered Sanitarian or eligible to ability to obtain certification within 24 months of hire. Soil Evaluator and/or Pool Inspector Certification preferred or ability to obtain certification within 24 months of hire.

Any equivalent combination of education and experience will be considered.

### **Necessary Knowledge, Skills and Abilities:**

Must possess good oral and written communication skills, and be capable of public speaking at a variety of community forums. Ability to read, interpret and apply all public health related laws, regulations and/or ordinances. Must possess the ability to read and follow street maps, and use a GPS unit to reach destinations. Knowledge of Microsoft Word, Excel and Access Database Management programs is helpful. Knowledge of conversational Portuguese and/or Spanish is often needed in the workplace and beneficial in addressing the needs of a culturally and linguistically diverse community.

**SPECIAL REQUIREMENTS:** Possession of a valid Massachusetts driver's license and good driving record. Operates motor vehicle on a regular basis. Criminal Offender Record Information (CORI) check mandatory per MGL Chapter 6 Sec. 172C.

**TOOLS AND EQUIPMENT USED:** Motor vehicle, computer, mobile or portable radio, telephone, fax, scanner and copy machines.

**PHYSICAL AND ENVIRONMENTAL STANDARDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties require frequent and extended periods of outside work, subject to all weather conditions and extremes; continuous walking, standing, climbing and frequent periods requiring sustained uncomfortable physical positions; regular and sustained periods of strenuous physical exertion, requiring the ability to lift, carry and position heavy objects utilizing proper body mechanics and techniques; operates equipment that causes loud noise levels and high vibrations; exercises caution

when operating equipment or handling chemicals or other toxic materials; utilizes proper sanitary precautions when handling trash, garbage and other potential hazards. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in an outside setting and moderately quiet in an office setting.

Employees of the City of New Bedford are required to comply with the provisions of the Massachusetts Smoke-Free Workplace Law and the more stringent New Bedford Board of Health Tobacco Control Regulations, as well as City employee dress codes.

**SELECTION GUIDELINES:** Formal application; rating of education and experience; oral interview and reference check; and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.