

# Cascade County

## Job Vacancy Announcement

<b>Position: Registered Sanitarian</b>	<b>Closing Date: Open Until Filled</b>
<b>Dept.: City-County Health Department</b>	<b>Director: Tanya Houston</b>
<b>Type of Position: Full Time</b>	<b>Salary: \$19.58-\$20.04/hour DOE Registered Sanitarian \$15.93- \$16.89 SIT DOE Must join MPEA Union</b>
<b>Applications available at Cascade County Human Resources Department, <a href="http://www.cascadecountymt.gov">www.cascadecountymt.gov</a> or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.</b>	

### POSITION DESCRIPTION

The Registered Sanitarian (RS) spends approximately 75% of their time performing routine and follow-up inspections of licensed establishments, provides information and education to establishment operators, determines if there are deficiencies and assesses the need for follow-up, training or enforcement action following inspections, accurately fills out inspection forms and effectively communicates concerns. Other duties may include assisting with review of construction or remodel plans of licensed establishments, teaching food safety and disease prevention classes to food service personnel and daycare providers, participating in communicable disease investigations, including rabies investigations, participation in emergency preparedness and response activities, preparing educational newsletters, performing soil evaluations and regulating installation of subsurface septic systems, assisting with training and certification of septic installers, reviews of subdivisions for sanitation requirements and working in the air quality program and other Environmental Health programs as required or assigned.

### ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

The Registered Sanitarian's essential job duties and responsibilities will vary depending on work assignments but may include the following: Provide input to Environmental Health Division Manager and Health Officer in the development, revision and enforcement of environmental health programs in accordance to regulations, assist with development and/or revision of City-County Health Department protocols and procedures, actively support and participate in the agency Strategic Plan, Quality Improvement Plans, Public Health Accreditation, FDA Standards for Retail Food Establishments and other performance improvement plans as determined, assists other staff within the agency with data collection to support program improvement, provide input during review of construction plans for new or remodeled establishments licensed by DPHHS, inspect licensed establishments for compliance with state regulations to include retail and wholesale food establishments, public accommodations, body art establishments, swimming pools, trailer courts, daycare centers, group homes and schools, provide homeowners information on water sampling and proper disinfection of private water systems, assist with ambient air monitoring activities and minor point source inspections, investigate complaints related to environmental health issues, train and participate in environmental/public health emergency response incidents and training exercises, assist other agencies with enforcement matters relating to public and environmental health laws and regulations including sampling public, private and non-community water supplies if needed, record and investigate incoming complaints of animal bites using established protocols, process rabies reports and prepare specimens for shipping, assist in epidemiological investigation of food borne/waterborne diseases and monitor other health and safety concerns, review and approve temporary food service events and permits, process cottage food applications, issue septic permits and inspect septic installations for adherence to state and local regulations, review subdivision applications for sanitation requirements in accordance with DEQ contract, perform other duties as required or assigned.

**Knowledge and understanding of:** Theories, principles and practices of environmental sanitation including, biology, microbiology, chemistry and public health, generating computer reports and environmental health risk assessments and management.

**Skills in:** Inspecting, training, monitoring, sampling and testing, Microsoft Word, Excel, Outlook, Publisher and PowerPoint, organization, accuracy, customer service public relations.

**Ability to:** Speak publicly and make presentations, proficiently operate a computer and achieve knowledge of additional computer applications as needed to complete required job duties, recognize and investigate sanitation problems and correct unsanitary or hazardous conditions, interpret laws, policies and regulations, remain fair in interpreting and implementing rules and regulations, prepare and submit accurate, timely reports and records, interact with the public or other employees in a professional, respectful and courteous manner, practice good public relations and display sound judgment and decision-making skills within established policies and procedures in stressful situations, communicate in a professional and effective manner with others, both orally and in writing, comprehend and follow verbal and written instructions, communicate information clearly and concisely, maintain strict confidentiality of sensitive information, establish effective working relationships with fellow employees, supervisors and the public, identify problems that adversely affect the organization and its functions and offer positive suggestions for improvements, work collaboratively with management and co-workers, exercise sound judgment and decision-making skills within established policies and procedures, accept responsibility, be self-motivated and demonstrate a strong work ethic to achieve academic and professional goals, demonstrate punctuality and observe required work hours.

## **EDUCATION AND EXPERIENCE**

*The above is typically acquired through a combination of education and experience. At a minimum all applicants must have:*

### ***Education/Experience/Training:***

- Bachelor's Degree with emphasis in biology, microbiology, environmental science or related field with forty-five (45) quarter hours or thirty (30) semester hours in biological sciences and at least one (1) level course in microbiology meeting Board of Sanitarian approval for licensure.

### ***Certifications/ Licensure:***

- Certification from the State of Montana as a Registered Sanitarian **or** the ability to meet minimum licensure requirements and apply for the Sanitarian-in-Training (SIT) license within one (1) month of hire and successfully obtain the RS license within one (1) year of hire.
- Valid driver's license issued by the State of Montana.

### **APPLICATION PACKET REQUIREMENTS - Each applicant is required to provide the following:**

- ✓ Completed Cascade County Employment Application.
- ✓ Detailed resume of work experience.
- ✓ OFFICIAL college transcript (reflecting the required course credits in the Education & Experience paragraph).

*The successful applicant must serve a 6-month probationary period, join the MPEA Union and may have a criminal background check conducted. The results thereof may disqualify applicant from consideration for employment with the County.*

**Notice to Applicants:** Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document (Part 4) or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

**Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.**

**CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**