

Cascade County

Job Vacancy Announcement

Position: Registered Sanitarian	Closing Date: Open Until Filled
Dept.: City-County Health Department	Director: Alicia Thompson
Type of Position: Full Time	Salary: Registered Sanitarian: \$17.08 Must join MPEA Union
Applications available at Cascade County Human Resources Department, www.cascadecountymt.gov 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.	

POSITION DESCRIPTION

The Registered Sanitarian spends approximately 75% of time performing routine and follow-up inspections of retail and wholesale food service establishments including restaurants, perishable food stores, meat markets, food processors and warehouses; bars, hotels, motels, tourist homes, trailer courts, schools, daycare centers, swimming pools, tattoo and body piercing establishments and water supplies; provides information and education materials 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; assists with review of construction or remodel plans of licensed establishments; participates in communicable disease investigations; teaches food safety and disease prevention classes to food service personnel and daycare providers; prepares educational newsletters; performs soil evaluations and regulates installation of subsurface septic systems; assists with training and certification of septic installers; may review subdivisions for sanitation requirements; may perform ambient air monitoring activities; may be involved in implementing EPA cooperative agreements relating to Superfund Sites; investigates complaints related to environmental health issues; may be assigned additional duties and require training as an element of an environmental/public health response to an emergency; may be required to perform all or only part of the duties included herein; assists with other enforcement matters relating to public and environmental health laws and regulations; instructs public on procedures and requirements for sampling public, private, and non-community water supplies; records and investigates incoming complaints of animal bites using established protocols, and other health and safety concerns; processes rabies reports and specimens; assists in epidemiological investigation of food borne/ waterborne diseases; issues permits for short term food service; issues septic permits and inspects septic systems for adherence to regulations for sewage disposal systems; assists with and provides input to Supervising Sanitarians and Health Officer in the development, revision, and enforcement of environmental health programs, policies and procedures; assists with development and/or revision of City-County Health Department policies and procedures, as necessary; may review subdivision applications for sanitation requirements; provides input during review of construction plans for new or remodeled establishments licensed by DPHHS; instructs homeowners and public water supply operators in proper disinfection of water systems; position may include assisting with ambient air monitoring activities; performs other related duties as required.

JOB REQUIREMENTS

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

Skills in: Inspecting, training, monitoring, sampling and testing; Microsoft Word, Excel, Outlook, Publisher, PowerPoint and able to learn other computer applications; organization; accuracy, customer service, public relations.

Ability to: Interpret laws, policies, and regulations; recognize and investigate sanitation problems and correct unsanitary or hazardous conditions; remain fair in interpreting and implementing rules and regulations; communicate effectively orally and in writing; follow verbal and written instructions; maintain confidentiality; prepare and submit accurate, timely reports and records; establish effective working relationships with fellow employees, supervisors, and the public; collaborate; demonstrate punctuality; speak publicly and make presentations.

EDUCATION AND EXPERIENCE

The above knowledge, skills and abilities are typically acquired through a combination of education and experience. At a minimum all applicants must have a Bachelor's Degree with emphasis in biology, microbiology, environmental science, or related field; 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; certification from the State of Montana as a Registered Sanitarian (RS). Applicants must submit an **official** college transcript (reflecting the above required course credits and a detailed resume of work experience.

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.

(Please See Reverse)

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document 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