

Portsmouth City Health Department
An Equal Opportunity Employer
Job Description

Job Title: Registered Sanitarian
Employee Name:
Department: Health
Division: Environmental Health
Created: October 12, 2015

Civil Service Status: N/A
Employment Status: Full Time
FLSA Status: Non-Exempt
Reports To: Environmental Health Director
Reviewed: March 10, 2019

Position Summary: Under direction of the Portsmouth City Health Department’s Environmental Director, performs duties related to a wide variety of public health programs. Including, but not limited to: inspection of various premises of public health significance to ensure compliance with state and local laws and regulations; conducts the permit program for private water systems and residential sewage systems; maintains the Rodent Baiting program and investigates animal bites. Carries out job duties in a manner that supports the Portsmouth City Health Department’s mission, purpose and goals.

Essential Duties:

- (75%) Inspects various premises such as retail food establishments, food service operations, pools, spas, manufactured home parks, campgrounds, marinas, schools, ambulances, and tattoo parlors for compliance with state and local laws and regulations. Abates nuisance complaints such as garbage, solid waste, cockroaches, and housing. Issues citations when appropriate and follows the case through the court system. Conducts correspondence, keeps records, and makes detailed reports on inspection activity.
- (15%) Assists the Environmental Health Director with activities related to the Land Reutilization. Conducts records search, lot maintenance, testing physical structure to determine if asbestos may be present, performing asbestos testing and reports finding to persons responsible for the property.
- (5%) Performs activities related to the Rodent Baiting program, including the monthly baiting of the city sewers for rats.
- (5%) Conducts asbestos collects asbestos samples, submits for testing, and reports findings to appropriate stakeholders. Educates the public (individuals and groups) regarding Public Health topics.

Other Duties & Responsibilities Maintains Sanitarian Status, and Pest Control Operator Status. In a public health emergency, functions in the local public health’s emergency response and assumes the proper Incident Command Role. Serves as back-up for the

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code Enforcement/Animal Control Officer. This list is not all inclusive.

Minimum Qualifications: Must be a Registered Sanitarian or capable of obtaining Registered Sanitarian status, possess a valid driver’s license and be able to lift fifty (50) pounds.

Organizational Competencies: All Portsmouth City Health Department (PCHD) employees are expected to ensure that the Portsmouth community is protected from disease and other public health threats and to empower others to live healthier, safer lives. In addition, all PCHD employees are expected to meet specified competencies in the following areas:

Excellence: Strive to implement evidence-based best practices and perform monitoring to continually improve our program outcomes.

Customer Service: Treat our many, diverse customers with thoughtful listening and respect.

Trustworthiness: Value and promote honesty, openness, and sincerity in our interactions with one another, our community peers, and the public we serve.

Leadership: Strive to be recognized in our community and throughout the region for our effective approach to public health.

Accountability: Act with integrity and transparency in management of public funds and in carrying out public health programs.

Team Work: Develop and nurture key partnerships internally and in the community, to accomplish our mission and vision.

Communications: Recognize that excellent communication is a critical component to reaching our goals and accomplishing our mission.

Learning: Committed to contributing to the Learning culture by being proactive in self-development.

Manager / Supervisor Competencies:

1. N/A

Job Specific Competencies based on the Core Competencies for Public Health Professionals:

1. **Analytical / Assessment Skills:** (1A1, 1A3, 1A4, 1A5, 1A8, 1A11).
2. **Policy Development / Program Planning Skills:** (2A1, 2A2, 2A3, 2A4, 2A5, 2A6, 2A7, 2A8, 2A10).
3. **Communication Skills:** (3A1, 3A2, 3A3, 3A4, 3A6).
4. **Cultural Competency Skills:** (4A1, 4A3, 4A6).
5. **Community Dimensions of Practice Skills:** (5A3, 5A4, 5A5, 5A6, 5A7, 5A8, 5A9, 5A10).
6. **Public Health sciences Skills:** (6A1, 6A2, 6A3, 6A4, 6A5, 6A6, 6A9).
7. **Financial Planning and Management Skills:** (7A1, 7A2, 7A3, 7A4, 7A5, 7A7, 7A8, 7A10, 7A11, 7A12).
8. **Leadership and Systems Thinking Skills** (8A1, 8A2, 8A3, 8A4, 8A5).



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Employee is presented with the list of competencies from the Council on Linkages between academia and Public Health.

Professional Competencies:

1. **Analytical thinker:** Demonstrates consistency and accuracy in the identification of the environmental factors contributing to environmental health problems, amassing data on environmental quality and reporting findings.
2. **Technology proficient:** Utilizes appropriate methods and technology to collect, store, manage, and interpret data.
3. **Relationship developer:** Demonstrates collaboration among all environmental health system partners to share data in order to track changes in environmental conditions that potentially impact environmental and human health.

Work Environment:

Must be able to assume a wide range of responsibilities, to work with staff and general public that vary in their work styles and personalities. To work under pressure. Willingness to work irregular/extra hours, evenings, weekends. Provide timely response to requests and deadlines. Receive, process, and provide visual, verbal and written information. Work in variety of settings and weather conditions. May be exposed to dogs and other outdoor hazards.

Safety:

PCHD promotes a safe work environment. Employees must follow all safety policies and procedures to ensure an accident-free workplace.

Job Performance Evaluation:

The employee will be evaluated at least annually, but more often if performance warrants it.

This position description in no manner states or implies that these are the only duties or responsibilities to be performed by the position incumbent. My (employee) signature below indicates that I have reviewed my position description and that I understand the contents of the description.

Employee Signature

Date

Supervisor Signature

Date

Human Resource

Date