

SANITARIAN, SUPERVISOR

Nature of Work: Under administrative direction, performs supervisory and administrative duties at the full-performance level; is responsible for environmental or public health sanitation programs at a local health department. Plans, organizes and supervises all environmental and public health sanitation activities and is responsible for quality of services delivered. Work is governed by broad instructions, objective and policies. Responsible for effectiveness of various programs in meeting the environmental and public health sanitation needs in the assigned county. Engages in environmental and public health sanitation education programs, and enforces applicable public health laws. Public contact and considerable travel are required. Performs related work as required.

Distinguishing Characteristics: This level in the series has formally delegated supervisory responsibility for planning, assigning, reviewing and approving the work of three or more full-time employees which also includes initiating disciplinary actions, approving sick and annual leave requests, conducting performance evaluations, recommending salary increases and is a step in the grievance process. Administrative duties include responsibility for, or assisting in, setting goals and objectives of an established organizational unit and the coordination of resources to meet those objectives; for developing plans and executing policies for directing the work of others in the performance of the prescribed mission; and for interpreting the policies of the unit to employees and others.

Examples of Work

- Plans, develops, and implements a general environmental and public health sanitation program.
- Plans and directs the work of environmental health staff; recruits and interviews support staff; conducts annual reviews of employee performance; plans and conducts conferences with staff.
- Supervises gathering of data and prepares annual environmental health report and formulates annual program plan.
- Develops policies, sets standards and objectives for general environmental and public health sanitation programs in accordance with established public health laws, rules, regulations and department policies.
- Makes long-range plans and regularly reviews activities, problems and functions of general environmental and public health sanitation programs; provides or arranges for in-service training for sanitarians on a continuing basis; directs general environmental and public health sanitation educational programs.

SANITARIAN, SUPERVISOR (CONT'D)**Examples of Work (cont'd)**

- Determines the needs of the general environmental and public health sanitation unit for personnel, supplies and equipment; assist budget officer in developing annual budget and expenditure of allocated funds.
- Makes decisions and judgements in complicated general environmental and public health sanitation situations or concerning potential legal problems; conducts hearings in absence of health officer; prepares legal cases for prosecuting attorney; attends court hearings on behalf of local health department.
- Advises other governmental bodies and attends intergovernmental meetings.
- Review plans and specifications and issues permits as warranted.
- Collects and evaluates health statistics and data to support the general environmental and public health sanitation programs; determines priorities and types of services required to protect the public health.

Knowledge, Skills, and Abilities

- Knowledge of the principles and practices of chemistry and biology in relation to general environmental and public health sanitation.
- Knowledge of theory and principles of environmental health and public health sanitation technology and issues, including various federal and state regulations, rules and policies.
- Knowledge of physical and engineering principles relating to water supplies and waste water disposal systems.
- Ability to plan, organize and direct general environmental and public health sanitation programs, and manage professional and support staff.
- Ability to speak effectively before groups concerning general environmental and public health sanitation problems.
- Ability to establish effective working relationships with local governmental officials and the general public.
- Ability to make judgments and decisions dealing with issues which directly impact public health and state and local population growth and economic development.
- Ability to direct and evaluate general environmental and public health sanitation staff activities and make recommendations to improve programs and service delivery.
- Ability to conduct advanced specialized training programs for experienced sanitarians.

SANITARIAN, SUPERVISOR (CONT'D)

Minimum Qualifications

Training: Graduation from an accredited four-year college or university.

Experience: Three years of full-time or equivalent part-time paid experience as a sanitarian.

Substitution: A master's degree from an accredited four-year college or university in public health, environmental science, chemistry, biology, physical science or agriculture may be substituted for one year of the required experience.

Special Requirements: A valid drivers license and availability of an automobile for continuous use may be a requisite for employment. Certification as a Registered Sanitarian by the West Virginia Board of Registration for Sanitarians.

Established: 8/20/92
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