

SANITARIAN, CHIEF

Nature of Work: Under administrative direction, performs complex administrative and supervisory work at the advanced level directing the environmental and public health sanitation programs in a large local health department, a multi-county regional health department or as a district sanitarian for the Division of Public Health Sanitation, or as an environmental health program specialist with the Office of Environmental Health Services. Plans, organizes and directs all general environmental and public health sanitation activities and is responsible for quality of such services in the assigned area. Work is governed by broad instructions, objective and policies. Responsible for effectiveness of sanitation services in the assigned district. Participates in environmental and public health sanitation education programs, and enforces applicable public health laws. Performs related work as required.

Distinguishing Characteristics: This level in the series is located in a large local health department or a multi-county regional health department, has the responsibility for planning, assigning, reviewing and approving the work of a large staff of full-time employees which also includes initiating disciplinary actions, approving sick and annual leave requests, conducting performance evaluations, recommending salary increases and is astep in the grievance process. Those employees supervised may include Sanitarian Supervisors in charge of various programs. Administrative duties include responsibility for, or assisting in, setting goals and objectives of a large 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.

If this level in the series is functioning as a district sanitarian or an environmental health program specialist in a state office, the administrative and supervisory component is not as direct. The district sanitarian and environmental health program specialist function in more of a consultative and/or technical assistance level, with a high level of authority.

Examples of Work

Plans, develops, and implements a complex 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.

SANITARIAN, CHIEF (CONT'D)

Examples of Work (cont'd)

Develops policies, sets standards and objectives for complex 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 complex general environmental and public health sanitation programs; provides or arranges for in-service training for sanitarians on a continuing basis; directs complex general environmental and public health sanitation educational programs.

Determines the needs of a complex general environmental and public health sanitation unit for personnel, supplies and equipment; assists 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 complex general environmental and public health sanitation programs; determines priorities and types of services required to protect the public health.

Supervises review of plans of new and remodeled facilities to determine compliance with public health laws, rules, regulations and departmental policies.

Provides consultative services and technical assistance to local sanitarians and health officers on highly technical or difficult general environmental and public health sanitation matters.

Develops programs and procedures adaptive to the general environmental and public health sanitation needs of assigned district.

Provides consultative services and technical assistance to local sanitarians in the event of man-made or natural disasters or emergencies.

Maintains liaison between the Office of Environmental Health Services and the local health departments, local Boards of Health, county Commissioners and other community groups.

Provides emergency general environmental and public health sanitation services to counties temporarily without the services of a sanitarian.

Conducts or assists local sanitarians in epidemiological investigations.

SANITARIAN, CHIEF (CONT'D)

Examples of Work (cont'd)

Conducts evaluations of local health departments general environmental and public health sanitation programs.

Reviews program plans of local health departments within assigned district.

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 complex general environmental and public health sanitation programs, and manage professional and support staff.

Ability to speak effectively before groups concerning complex general environmental and public health sanitation problems.

Ability to communicate effectively in writing.

Ability to establish effective working relationships with state and 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 complex 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.

Minimum Qualifications

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

Experience: Four 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.

9934

SANITARIAN, CHIEF (CONT'D)

Minimum Qualifications (cont'd)

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

Revised: 3/1/95, 4/17/95

Effective: 4/17/95