



# FLATHEAD COUNTY, MONTANA

## Position Vacancy Announcement

POSITION: SANITARIAN

DEPARTMENT: HEALTH DEPT

If you have any questions about this position vacancy please call: 406-751-8109

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: MFPE #520

FULL TIME  REGULAR  
(YEAR ROUND POSITION)

STARTING WAGE: \$25.43 per hour

PART TIME  SEASONAL

SALARY AT:

1 Year Step \$26.70 per hour

2 Year Step \$27.37 per hour

3 Year Step \$28.05 per hour

TEMPORARY

VISIT [https://flathead.mt.gov/human\\_resources/downloads.php](https://flathead.mt.gov/human_resources/downloads.php) FOR BENEFIT INFORMATION.  
SEE ATTACHED JOB DESCRIPTION.

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:  
[https://flathead.mt.gov/human\\_resources/apply/](https://flathead.mt.gov/human_resources/apply/)

Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

*Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.*

<b>Job Title:</b>	Sanitarian	<b>Job Code:</b>	13760
<b>Department:</b>	Health Dept./Environmental Health	<b>Pay Grade:</b>	Health 7 "Registered" or Health 6 for "In Training"
<b>Reports to:</b>	Environmental Health Manager	<b>FLSA Status:</b>	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

**Department Overview:** The Flathead City-County Health Department is a public health agency providing certain statutorily-mandated services and other contracted services to people who reside in or visit Flathead County. The divisions of the Health Department offering primary prevention services include: Environmental Health Services, Community Health Services, Population Health Services and the Flathead County Animal Shelter. Primary health care services are provided through Flathead Family Planning and Flathead County Home Health. Environmental Health services provided include food safety, water quality and land use development and air quality. Community Health services include immunization services, maternal, infant and early childhood managed care programs and the Women Infant and Children (WIC) program. Population Health services offered include communicable disease prevention and control, cancer screening, tobacco use prevention, injury prevention and public health preparedness. The Flathead Family Planning clinic is operated under Title X of the Public Health Service Act. Flathead County Home Health is a licensed home health care agency offering professional care services to homebound patients.

**Job Summary:** Under supervision of the Environmental Health Manager, the Sanitarian performs a variety of professional duties relating to environmental public health to protect people and communities from public health risks. Duties include conducting environmental health inspections, investigations, and related activities for settings such as food service establishments (restaurants), children's camps, hotels, campgrounds, swimming pools, bathing beaches, water and sewage treatment systems, on-site septic systems, hospitals, nursing homes, long term and adult care facilities, diagnostic and treatment centers and various other sites which fall under the purview of health and public safety regulations.)

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Conduct field inspections of food service establishments, public accommodations, and children's camps, swimming pools, bathing beaches, septic systems, water and sewage treatment systems, nursing homes, hospitals, trailer courts, campgrounds, day care facilities, group homes, long term and adult care facilities, diagnostic and treatment centers and public school kitchens to ensure compliance with federal, state, and local health regulations.

- Analyze and review plans for new or remodeled food service establishments and public accommodations by examining plan designs (i.e. materials used, plumbing features and their layout, mechanical features, electrical plans, etc.) for compliance with laws and regulations. Provide assistance in correcting areas of noncompliance, coordinate permitting processes, and conduct specialized inspections of food services provided for temporary events.
- Perform field tests and soil evaluations to ensure public water supplies, septic systems and water treatment facilities comply with federal, state, and local regulations. Document findings and deficiencies in inspection reports, and notify owner and state regulatory personnel of any recommended improvements to the water system or the details regarding corrective actions. Conduct follow-up inspections as necessary to ensure corrective actions are implemented and deficiencies are corrected.
- Enforce health protection standards as outlined by the State of Montana or federal government guidelines. Recommend appropriate action against violators of the health code and enforce codes pertaining to inspection of licensed establishments. Conduct sanitary surveys on food establishments, public accommodations, trailer courts, public pools and spas, schools, and day care facilities.
- Analyze and review septic permit applications to ensure compliance with applicable state and federal regulations. Identify application deficiencies or areas of noncompliance and recommend approval or denial of applications based on analysis. Conduct site evaluations, inspect wastewater treatment system installation, soil testing, and perform groundwater monitoring. Issue septic permits in accordance with local regulations; and conduct well-water testing.
- Provide instruction and education to food service employees and others on safe food handling and prevention of illness. Conduct presentations and training courses for the public and the food service industry.
- Investigate complaints on unsanitary conditions and nuisances to determine whether public health laws are violated and recommend appropriate level of response based on analysis, or refer complainant to an appropriate source/agency for resolution. Maintain records and reports of findings. Refer more complex questions and complaints to supervisor or higher-level environmental health specialists
- Provide technical and regulatory assistance to the public in response to routine regulatory questions or complaints related to various environmental health issues (e.g., indoor/outdoor air quality, water quality, septic problems, food safety, hazardous material spills, radon, new or emerging communicable diseases, rabid animals, etc.).
- Collect samples and specimens for laboratory analysis.
- May be required to testify in court relating to action taken against violators of public health law.
- Communicates environmental health information to others.
- Works productively with other staff members.
- Performs other such duties and functions as are necessary or incidental in the performance of this position.

#### **Non-Essential Functions:**

- Administer various departmental programs for training purposes with the oversight of the Environmental Health Department Supervisor.

- May conduct investigations of children's camp injuries, environmental conditions conducive to childhood lead poisoning, chemical exposures, indoor air violation complaints, and public health emergencies.
- Perform the duties outlined in the department's disaster manual in the event of a disaster or public health emergency.
- Perform other duties as assigned including but not limited to managing special projects, preparing activity reports, maintaining records, attending meetings and conferences, providing backup for other staff, participating in on-going training, etc.

**Physical Demands and Working Conditions:** *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Requires climbing up and down ladders to inspect confined spaces, crawling in crawl spaces, and under houses to inspect plumbing and well construction.
- Employee must bend, stoop, and kneel to inspect food service establishments, sewage treatment systems, and other locations.
- May be required to lift up to 15 pounds frequently and occasionally up to 50 pounds.
- Work is conducted in an office and in varied settings while inspecting during all types of weather conditions.
- May risk exposure to various environmental hazards and hazardous materials during the course of investigations; occasionally required to utilize protective equipment.
- Occasionally works with hostile individuals during the course of investigative/enforcement functions.
- The noise level of the building is usually moderate; however employee is occasionally subjected to loud equipment noise.

**Supervision Exercised:** This position does not regularly supervise other County staff. The position may provide training and guidance to employees with less experience, occasionally fill in for supervisor, or coordinate special projects as directed.

**Knowledge, Skills, and Abilities:**

- Knowledge of environmental health rules and laws, disease control, food protection, housing and the residential environment, air pollution control, institutional and recreation sanitation, source and protection of water supply, treatment of water, wastewater treatment and disposal, solid waste management, and vector and weed control.
- Knowledge of the principles and practices of physical and life sciences; federal, state, and county sanitary and public health regulations and enforcement procedures, research, and investigation techniques, the Departmental Disaster Plan, soils testing, and related principle and practices of environmental health management.
- Ability to determine compliance with laws and regulations, appropriately assess a wide variety of environmental/sanitary situations through inspections and investigations, effectively deal with the

public, communicate effectively both verbally and in writing, assume full responsibility for the quality and integrity of investigation decisions and follow-up until the situation or issue has been resolved, physically perform the investigations, to learn the tenets of Emergency Planning and Community Right-to-Know Act (EPCRA). SARA Title III, understand and apply knowledge of all related Environmental Health issues related to food service, septic systems, pool operations, complaint management, emergency preparedness, hazardous materials safety, and other environmental health issues; and to assess and determine appropriate actions in emergency situations.

- The job requires skill in the operation of databases and standard office software, investigative techniques, and public relations.
- Ability to effectively deal with the public.
- Ability to communicate effectively both verbally and in writing.
- Ability to assume full responsibility for the quality of one's investigation and decisions and to follow-up until the situation or issue has been resolved.
- Possess the personal attributes and physical ability to perform the work without hazard to self or others.

**Education and Experience:**

The job requires education and experience equivalent to bachelor's degree in chemical or biological sciences or environmental health; current license as a Registered Sanitarian (RS) or ability to obtain license within one year of hire; and three (3) years of experience as a Sanitarian or in a closely related field, or an acceptable combination of education and experience. Evaluation for equivalency is a case-by-case process but begins with 45 quarter hours or 30 semester hours in the physical and biological health sciences with specific courses in biology, chemistry and microbiology and three (3) years of related experience. Employees hired without the required education and experience will receive an individualized training plan and will need to meet the training plan expectations to continue in the position.

Action	Date	Reference
Adopted	11/19/2009	Commissioners' Minutes
Revised	05/06/2021	Commissioners' Minutes