

HUMAN RESOURCES, LABOR  
RELATIONS, AND ADMINISTRATIVE  
SERVICES DEPARTMENT  
Telephone (203) 563-0118  
Fax (203) 563-0299



TOWN HALL  
238 Danbury Road  
Wilton, Connecticut 06897

## **POSITION POSTING**

### **ASSISTANT SANITARIAN**

### **HEALTH DEPARTMENT**

Wilton's Health Department seeks an Assistant Sanitarian to support the Health Director/Sanitarian in the operation of the Department and acts for the Sanitarian in his/her absence. Performs inspections, plan reviews, and code enforcement duties in the administration of local, state, and federal ordinances, codes and statutes.

#### **REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:**

- Ability to analyze, interpret, and apply regulations and State statutes;
- Ability to read and interpret plans and related documents;
- Ability to enforce regulations firmly, tactfully, and impartially;
- Ability to prepare concise and accurate reports, permits, and correspondence;
- Ability to coordinate activities with appropriate departments of the State and the Town;
- Ability to counsel appropriate parties in matters which may affect the operation of the division;
- Ability to exhibit tact and diplomacy in dealing with other employees and the public;
- Ability to communicate and work effectively with diverse groups and individuals;
- Ability to develop and maintain effective, cooperative, and courteous relationships with other staff, state and local officials, other Town agencies, and the general public;
- Ability to express ideas clearly in both oral and written forms;
- Physical ability to reach job sites for inspections and taking water and soil samples which may include bending, lifting, stretching, and climbing over rough terrains; and
- Working knowledge of computer operations including but not limited to geographic information systems, data input and retrieval, databases, spreadsheets, word processing, and graphics.

#### **MINIMUM REQUIREMENTS:**

- Bachelor's degree in environmental health, public health, environmental science, or related field;
- Certifications by the State of Connecticut to perform food service inspections and subsurface sewage disposal Phases I and II or be eligible to obtain such certification within six months of hire, and once obtained, certification is required for continued employment;
- Must have completed an internship involving public health and sanitation;
- Must be a Registered Sanitarian in the State of Connecticut or eligible to obtain this credential within two years, and once obtained, registration is required for continued employment; and
- Must have a valid motor vehicle operator's license.

**Compensation:** Starting Salary Range is \$70,274 to \$77,238 with Excellent Benefits Package

Application and job description may be obtained at [www.wiltonct.org](http://www.wiltonct.org) or call Human Resources, Labor Relations, and Administrative Services Department, 203/563-0118. Please email completed application to [Sarah.Taffel@wiltonct.org](mailto:Sarah.Taffel@wiltonct.org). EOE.

Position will remain open until filled.

12/06/2022