

# TOWN OF WILTON

## Position Description

Date: September 19, 1996

Revision Date: December 5, 2022

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**POSITION TITLE:** Assistant Sanitarian

**UNION:** AFSCME 1303-160

**DEPARTMENT:** Health

**REPORTS TO:** Health Director/Sanitarian

**SUPERVISION EXERCISED:** None

**SUMMARY DESCRIPTION OF DUTIES:** Assists 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.

**JOB LOCATION AND EQUIPMENT USED:** Work is performed both in the office and in the field. Field work often requires inspections of sites accessible only by traversing rough terrain on foot while carrying sample kits. Equipment normally used includes: calculator, computer, soil and water sampling kits, and temperature sensing devices. Field work also requires inspection of sites during all phases of construction activity. The position also requires the use of a Town-provided motor vehicle that may be equipped with a manual transmission and/or four-wheel drive. Food service inspections often entail climbing stairs, bending, and stretching to inspect cramped spaces.

### ESSENTIAL FUNCTIONS:

- Measures soil parameters for subdivision approval, subsurface sewage disposal system design, and repairs of existing subsurface sewage disposal systems;
- Investigates conditions constituting a public health nuisance and makes recommendations;
- Reviews applications and conducts inspections of the proposed construction of on-site water supply wells;
- Performs inspections of all food dispensing establishments;

- Meets with Town and State officials when appropriate in the course of job responsibilities;
- Participates in the Department's public health preparedness initiatives; and
- Performs related duties as required and/or necessary.

**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;
- Working knowledge of computer operations including but not limited to geographic information systems, data input and retrieval, databases, spreadsheets, word processing, and graphics; and
- Ability to drive a four-wheel drive vehicle that may have a standard transmission..

### **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.

### **SPECIAL CONDITIONS:**

- Successful passage of a post-offer, pre-employment physical, including tests for drugs, may be required as a condition of employment with the Town of Wilton and
- The employee shall not constitute a threat to his/her own health or safety or that of others in the workplace.

**Note:** The qualifications set forth above are the optimal ones for this position. The Town of Wilton reserves the right to select any applicant who we, in our sole discretion, feel can most suitably perform the functions notwithstanding the absence of the optimal qualifications.