

## DANE COUNTY POSITION DESCRIPTION

Date:                    Position No.    Dept. No. 520

Vacancy/New Hire

Audit Request

PD Update

### Sanitarian III

#### POSITION SUMMARY:

Maintain a high level of technical and regulatory knowledge and experience in the areas of licensed establishments in order to provide accurate and complete information in the field or when communicating with professional or general public inquiries.

Train and provide ongoing technical and regulatory support for licensed establishment program staff, including the identification of outside training opportunities.

Perform duties with a higher degree of judgment and discretion than entry level position; may provide technical assistance to entry level employees and other duties as assigned.

Review and approve environmental health plans, permits and license applications.

Independently perform field inspections of licensed establishments and investigates other complaints related to general environmental sanitation.

Assist the Environmental Health Services Supervisor with program evaluation and participate in related quality improvement activities.

Work with the Environmental Health Services Supervisor in the development and implementation of program policies and procedures.

Assist the Environmental Health Services Supervisor in responding to program related requests for information and complaints from the media, policy makers, industry, other governmental agencies or members of the general public.

Investigate and provide leadership on Foodborne Illness Outbreaks.

Understand program data systems and processes and assist staff in their use and application.

Participate and provide leadership on department or division workgroups and outside agency committees related to assigned tasks.

Collaborate with supervisor to identify new programs or improvements needed. Relay problems with new or existing programs to supervisor and participate in quality improvement activities.

Participate in at least 20 hours of continuing education related to food safety programs every 3 years. Identify other continuing education activities that relate to assigned job duties.

Complete State Standardization process within 3 months of hire and maintain standard status as described in the WI Standardization Manual. Perform annual internal Standardization with division staff to help improve inspection consistency, food code knowledge and risk based inspection techniques.

Participate in program related training opportunities either as a presenter or attendee to share and build knowledge of food safety and sanitation regulations and best practices.

## **FUNCTIONS**

**Function A - 75%:** Food Safety Licensing Inspections, Program Support and Leadership

A1: Annually inspect food establishments according to division policies and procedures to determine compliance. Perform operator consultation, plan reviews, pre-inspections, reinspections, and other visits as necessary. Ensure establishments are properly licensed according to their sales category and risk level. Ensure establishments are not operating without a license.

A2: Consult with program staff regarding the inspection of licensed establishments and interpretation of WI Administrative Code, Madison General Ordinances and Dane County Ordinances as they relate to licensed establishments.

A3: Conduct training for program staff to assure familiarity with Accela, code requirements and essential elements of licensed establishment inspections. Conduct internal Standardization with division staff.

A4: Provide education and/or training to food service employees to ensure compliance with food code requirements. Conduct outreach to operators to educate and inform them of the program goals and obtain their cooperation.

A5: Coordinates and inspects temporary food establishments according to division policies and procedures to determine compliance. Attend vendor meeting as requested.

A6: Identify food establishments that require variance and/or HACCP plan submittal. Reviews submitted HACCP plans and provide consultation to food establishment operators.

A7: Provide leadership to the Licensed Establishment Team. Develop and improve food safety training materials for food employees and others. Ensure materials are up-to-date and health literate. Contribute articles to the monthly Foodfacts electronic newsletter.

A8: Verify and record licensing and inspection data, track activity and save documentation using the program's computer data system. Ensures data is accurate.

A9: Assist and provide leadership in foodborne illness investigations. Provide feedback to improve complaint and outbreak procedures. Collect and deliver samples to the appropriate laboratory.

A10: Investigate customer complaints related to food establishments. Require corrective action and take appropriate enforcement action when necessary.

A11: Participate in the prosecution of cases for non-compliance with public health laws by completing investigation reports and attending meetings or hearings.

A12: Respond to public inquiries regarding food licensing and food safety requirements.

A 13: Respond to after-hours emergency notices affecting licensed food establishments (fire, flood, power outage).

A14: Participate on the Safe Food Advisory Committee

A15: Provide leadership on projects to support meeting the criteria of the Voluntary Retail Food Program Standards.

A16: Act as dedicated team lead for half of licensed establishment inspection staff. Coordinate and lead regular team meetings. Delegate work among team members as needed. Be available to team members in the event assistance is requested. Assist team members with inspections/enforcement as needed.

## **Function B - 15% Recreational Licensing Inspections**

B1: Annually inspect recreational licensed establishments according to division policies and procedures to determine compliance. Perform pre-inspections, re-inspections, and onsite visits as necessary. Ensure establishments are properly licensed. Ensure establishments are not operating without a license.

B2: Consult with program staff regarding the inspection of recreational licensed establishments and interpretation of WI Administrative Code and Madison General Ordinances/Dane County Ordinances as they relate to recreational licensed establishments.

B3: Conduct training for program staff to assure familiarity with code requirements, essential elements of licensed establishment inspections.

B4: Provide education to licensed establishment employees to ensure compliance with code requirements.

B5: Record data, track activity and save documentation using the program's computer data system. Ensure data is accurate.

B6: Investigate customer complaints related to recreational licensed establishments. Require corrective action and take appropriate enforcement action when necessary.

B7: Participate in the prosecution of cases for non-compliance with public health laws by completing investigation reports and attending meetings or hearings.

B8: Respond to public inquiries regarding recreational licensing and safety requirements.

B9: Assist and provide leadership in waterborne illness investigations. Provide feedback to improve complaint and outbreak procedures. Collect and deliver samples to the appropriate laboratory.

## **Function C - 10% Other Environmental Health Duties**

C1: Perform inspections and issue orders as necessary to resolve complex environmental health hazards in the community.

C2: Assist in emergency preparedness activities by insuring that you are trained to internal policies and procedures to meet agency response and recovery needs safely. Be prepared and respond as directed to all hazards when PHMDCs emergency plans are activated.

C3: Actively participate in quality improvement activities to effect positive change in your programs and the Department by informing your supervisor of areas needing improvement, offering possible solutions, helping to gather data that will inform decisions, and working with others to test and implement new practices.

C4: Actively participate in health/racial equity activities and strategies to ensure all people in Dane County have fair and equitable opportunities to be healthy. Strategies and activities include but are not limited to health/racial equity trainings, using a health/racial equity lens/assessment to evaluate potential policies or programs, consulting with the PHMDC health equity team with specific questions and working on specific projects or program with the PHMDC health equity team.

C5: Actively participate in the activities that support the agencies goal to be a highly effective organization and an accredited health department.

C6: Participate in professional development as determined by supervisor to meet program, departmental and professional development goals.

C7: Perform laboratory couriering services according to division policies and procedures.

C8: Attend Environmental Health team and division meetings and PHMDC All-Staff meetings.

C9: Consult with other state or local agencies as needed.

C10: Assist the Environmental Health Services Supervisor with program evaluation by collecting data, suggesting effective measurements, and assisting with data evaluation.

C11: Attend required HIPAA Privacy and Security training regarding federal and state laws related to confidentiality requirements. Know and abide by your program-specific confidentiality policies and procedures that ensure client privacy and electronic health records security. Inform the Privacy Officer of areas that need improvement and do your part to prevent HIPAA violations and to create a culture of confidentiality compliance.

C12: Other duties as assigned.

## **POSITION REQUIREMENTS:**

Education and experience:

A Bachelor's degree from an accredited college or university in environmental health, public health, biological sciences or related fields is required. In addition to this education, the employee must have at least two years experience comparable to that gained as a Public Health Sanitarian II with a Public Health agency in the licensed establishment program and other environmental health program. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Certifications: Wisconsin Registered Sanitarian or Registered Environmental Health Specialist/Registered Sanitarian with the National Environmental Health Association, Certified Pool Operator within 12 months of hire, and Certified Foodborne Illness Outbreak Investigator within 12 months of hire

### **Special Requirements:**

Must have a valid driver's license, or access to reliable personal transportation, or equivalent.

As a condition of employment, employees are required to be current, and remain current, with certain immunizations and vaccinations. A list will be provided at the time of the job offer.

**Background Check Statement:** Some positions may require a criminal background check which can include fingerprinting due to the nature of the job's responsibilities. Wisconsin's Fair Employment Law, s. 111.31 – 111.395, Wis. Stats., prohibits discrimination because of an arrest or conviction record. However, Dane County may disqualify an applicant if the position's responsibilities are substantially related to the applicant's criminal history (e.g. the nature of the crime and its relationship to the position, whether hiring, transferring or promoting an applicant would pose an unreasonable risk to the business, its employees, customers and vendors, etc.) Management reserves the right to make employment contingent upon successful completion of the background check.

**Physical and Environmental Work Requirements:**

Able to do the following: Lift or carry weight of 25 pounds or less. Intermittently sit at a desk while studying or preparing reports. Twist to reach equipment or materials. Stand, walk, balance, stoop, kneel, climb, and bend while performing inspection duties. Grasping and fine finger manipulations. Use a telephone, and write or use a keyboard to communicate. Ability to physically access and inspect diverse locations requiring stamina and agility. Ability to see and hear within normal ranges with or without adaptive devices.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the principles and practices of environmental health. Working knowledge of environmental health and related scientific theory and practices applicable to food safety, environmental contamination, communicable diseases, sanitation and health nuisance abatement. Some knowledge of chemistry and bacteriology and its relation to water, milk, and food safety. Knowledge of health and safety laws and codes and their practical application. Some knowledge of city and county ordinances, state laws, rules and administrative codes relative to environmental health programs. Ability to recognize health law violations and recommend changes. Ability to perform all types of environmental inspections and use appropriate field equipment. Ability to secure pertinent information through inspections and to analyze, interpret and make corrections based on this information. Ability to perform and interpret required physical and chemical tests. Ability to effectively use computers in the office or in the field while conducting inspections. Ability to use safety and personal protective equipment as needed. Ability to communicate effectively orally and in writing. Ability to prepare clear and concise, effective reports. Ability to establish and maintain effective working relationships with local health officials and the general public. Ability to respond to public health emergencies.

**WORK ENVIRONMENT:**

Work occurs at 2300 S Park St, Rm 2012, Madison, WI 53713 and at a variety of public health offices and community-based settings. Field work often requires navigation of uneven terrain and tolerance of adverse weather conditions. Ability to travel between locations is required. During the course of the day, work could involve starting at one location and then traveling to other locations. Work requires flexibility to work with diverse populations and communities including people of different cultures, values and beliefs, in rural, urban or suburban settings, and with individuals and groups at different levels of learning and with different learning styles. Flexibility to work with individuals and groups where and when they are available is required. Work related to public health emergencies may require availability 24 hours a day, seven days a week. Working conditions may vary in relation to heat, cold, fatigue, etc. Conferences or seminars may require travel outside of Dane County.