

TOWN OF NORTH STONINGTON, CONNECTICUT
Sanitarian- Well and Subsurface Sewage Disposal Systems

NATURE OF WORK: The purpose of this position is to perform inspections, reviews, and enforcement duties and to administer the Connecticut Public health Code that pertains to wells and subsurface sewage disposal systems and location of wells. The Sanitarian is responsible to plan, organize, implement and address various public health issues. The Sanitarian is required to exercise considerable independent judgment in administering and managing its functional duties.

SUPERVISION: Receives general and functional supervision from the First Selectman and Director of Health.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

- Performs inspection, investigative, enforcement and administrative duties to assure that residential, commercial, and other properties comply with the Public Health Code and other related statutes and ordinances
- Receives proposed development and construction plans; participates in preliminary review and consultations with other departments concerning major building projects; performs plan review for compliance with Public Health Codes and standards; coordinates efforts with regional planning and zoning official, and Fire Marshal's Office.
- Confers with and explains code and regulation requirements to planners, builders, architects, engineers, surveyors, trades people, realtors, appraisers, well and septic installers, lawyers and the public; assist them with preparing applications if needed, including wells and septic systems.
- Reviews, approves, and makes appointments to conduct inspections related to building plans as they relate to the Public Health Code requirements.
- Issues permits for the installation of wells and septic systems; inspects the installation of wells and septic systems to ensure they meet the plan designs and Public Health Code, including soil testing, deep hole and percolation tests.
- Inspects and signs off on, swimming pools, school and health facilities, and business properties, etc. to insure they meet Public Health Code and are not built too close to wells or septic systems.
- Supervises the well and septic permit process, including recordkeeping and fee collection.

- Investigates complaints of unhealthy or unsanitary conditions and enforces compliance with regulations. Educates and works with the public to assure an understanding of risks, regulations and compliance.
- Determines and initiates regulatory or legal action in cases of violation of Public Health Code and ordinances.
- May responds to severe incidents on a 24-hour, 7 days per week, basis.
- Develops department policies and procedures.

OTHER FUNCTIONS

- Performs similar or related work as required, directed or as situation dictates.
- Continues training; keeps current with health regulations, trends, and technologies. Completes mandated continuing education requirements.
- Assists other staff as needed to promote a team effort to serve the public.

*** The duties listed above are intended only as illustrations of work that may be performed. The omission of specific duties does not exclude them from the position if the work is related or a logical assignment to the position***

REQUIREMENT AND QUALIFICATIONS OF WORK

Education, Experience, and Training

- Employee must possess Connecticut Phase I and II Subsurface Sewage Disposal Certifications
- Knowledge of the Connecticut Public Health Codes, Town Ordinances, and State Statutes
- Knowledge of well and septic construction; and soils, water drainage, and topography; basic knowledge of surveying techniques
- Candidate must possess a Connecticut driver's license
- Be able to successfully complete a comprehensive background investigation.

Knowledge, Skills and Ability

- Ability to read and interpret site plans, drawings, and specification; ability to perform research, and ability to perform calculations
- Ability to effectively communicate orally and in writing. Ability to give oral and written instructions in a precise, understandable manner, as well as the ability to follow oral and written instructions.
- Ability to write concisely, to express thoughts clearly and to develop ideas in logical order is required. Information provided orally must be accurately recorded.

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions.
- Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Ability to prepare and maintain accurate records and general reports
- Ability to exercise discretion in handling confidential information
- Ability to prioritize, organize and perform work independently; ability to make decisions and act quickly; and the ability to adjust quickly to changing priorities in a sometimes stress environment.
- Ability to work harmoniously, cooperatively, and courteously with others at all times in a calm manner and act discretely in processing sensitive information.
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as licenses, permits, codes, regulations, ordinances statutes, procedures, reports, applications, technical publications, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing other Town departments, Town officials, Town boards and commissions, vendors, property owners and tenants, contractors, engineers, architects, the media and the public.
- Requires proficiency in a variety of standard computer software programs and a municipal permitting system.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions and algebra.

Physical Demands

- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and lifting,

carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.

- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Ability to work under conditions where exposure to environmental factors such as temperature extremes, machinery or traffic hazards may cause discomfort and poses a limited risk of injury.
- Ability to maintain composure in stressful situations that may involve the public or contractors.

***** This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. ****

