

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612



Job Code: 2033
Grade: 20
FLSA: Exempt

Standard Job Description

Job Title
Sanitarian IV

Department
Public Health

Job Summary

Under the supervision of the Sanitary Engineer V, manages specific programs to protect the health of individuals and communities from environmental health illnesses and hazards that are preventable or controllable.

Typical Duties

- Administers the overall development, implementation and ongoing evaluation and planning of assigned programs on a county-wide scale.
- Provides training and technical assistance and monitors work assignments of field staff in conjunction with supervisors. Reviews and assists in the evaluation and supervision of staff performance.
- Assures adherence to applicable ordinances and laws and monitors changes to or proposals for legislation related to program areas.
- Collects, analyzes and reports program data in relation to workload and efficiency, investigation outcomes and corrective action.
- Confers with public officials and allied health professionals in identifying and investigating actual or potential environmental health problems and conducts investigations as warranted or assigned.
- Assists the Sanitary Engineer V in formulating or modifying program standards and ordinances as necessary.
- Works in cooperation with Office of the State's Attorney as assigned to address matters requiring prosecution, and presents testimony on behalf of the agency.
- Responds to inquiries from the public at-large, providing information and education regarding environmental health programs and regulations.
- Available for "on-call" duties for Environmental Health emergencies on evenings and weekends.
- Performs other duties as requested and as directed by the Sanitary Engineer V or designee.
- Must be able to travel throughout Cook County.

Reporting Relationships

Reports to the Sanitary Engineer V

Minimum Qualifications

- Master's degree in Public Health or related field from an accredited college or university with two (2) years professional environmental health experience, or Bachelor of Science degree in Environmental Health or related field from an accredited college or university with four (4) years professional environmental health experience.
- Current licensure as an Environmental Health Practitioner (LEHP) in the State of Illinois or Illinois licensure as a civil or sanitary Engineer.
- Must be able to travel throughout Cook County.
- Must be trained and certified in NIMS FEMS IS-100, 200, 700 and 800 management within six (6) months of employment.
- Must be available for "on-call" duty as required.

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of local, County, State and Federal regulations relating to environmental health.
- Knowledge of chemistry, bacteriology, entomology, toxicology and epidemiology as they relate to environmental health and public protection.
- Knowledge of sanitation principles, methods and techniques.
- Knowledge of supervisory principles and ability to train and evaluate staff.
- Ability to communicate effectively with individuals from diverse backgrounds.
- Understanding of the principles of program planning and evaluation.

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.

Approval:



Thomas E. Varchmin
Sanitary Engineer V

6/16/16
Date

Approval:

Gladys Lopez
Chief of Human Resources

Date