

# TOWN OF SOMERS

## Position Description

**Title: Town Sanitarian**  
**Department: Land Use**  
**Reports To: Operationally to Director of Public Works; functionally to Health Director**

**Supervises: None; coordinates work of Food Service Inspector and office staff**  
**FLSA Status: Full-time, exempt**  
**Bargaining Unit: MEUI Local 506**

**Position Summary:** Performs inspections, reviews and enforcement duties for the administration of the Connecticut Public Health Code, and related state statutes and town codes and regulations. Administers and supervises operations the Maple Ridge Community Septic System, the Somersville/Rye Hill Water Systems and the town septage lagoon. Provides accurate, timely and high-quality service to all internal and external customers.

### Major Job Duties:

**Management/Service Delivery** - Inspects subsurface sewage systems and wells in process, at completion and in use. Investigates complaints of unhealthy or unsanitary conditions and enforces compliance with regulations. Assists the public in applying for, and understanding requirements of various health licenses and related permits. Reviews plans and issues permits for new and existing food service establishments. Assigns and oversees work of part-time foodservice inspection staff. Administers operation of community septic, the town water systems and septage lagoon system. Collects samples for water, air, food, soil, etc. for analysis, and interprets results for use as necessary. Organizes and maintains files on inspection, review and application work.

**Technical** – Serves as technical/advisory expert on the Connecticut Public Health Code related information and issues for all Town agencies and land use boards and commissions, including oral and written reports, statistical analysis, and preparation of maps and graphics. Reviews applications for new or improved residential or commercial buildings, and site development plans including well, subsurface sewage disposal systems and subdivisions, for conformance with health, environmental and flood regulations. May perform inspections of new and existing food service establishments. Coordinates town programs with regional, state, and federal health agencies by serving as liaison to health departments in other jurisdictions, and to regional and state agencies exercising health functions. Participates in ongoing professional education and training to maintain State of CT Sanitarian registration and other required professional credentials.

**Teamwork** – Works cooperatively with other Land Use professional staff in the review of new or improved residential or commercial building plans, site plans, subdivision applications, special use permits, zone change requests, and regulated activity including well, subsurface sewage disposal systems and subdivisions, for conformance with health, environmental and flood regulations. Coordinates work assignments for land use administrative staff in cooperation with other land use professional staff members.

**Board/Commission Liaison** - Coordinates department activities for the Water Pollution Control Authority (WPCA) and provides technical consultation to the Planning, Zoning and Conservation Commissions. Coordinates WPCA meeting agendas and meeting materials, including scheduling, agenda & minutes preparation, preparation and publication of legal

**Approved by:**

**Approved by:**

**Last Revision Date: 10/08**

**Dir. of Public Works/on file**

**HR/on file**

**Page 1 of 1**

**Date:**

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notices and follow-up correspondence. Serves as website liaison to assigned boards/commissions; coordinates town website information for assigned boards & commissions; maintains respective web pages for department, boards and commissions. Coordinates commission and department activities with other town departments, boards, and commissions. Attends and staffs regular and special WPCA meetings.

**Financial** – Prepares and administers department and WPCA budgets within prescribed authority levels and Town financial policies and procedures. Develops applications for inter-governmental assistance, and administers grants if obtained.

### Qualifications:

- Bachelor's degree in Environmental Health, Biology, or an academic discipline closely related to public health.
- State of Connecticut Sanitarian Registration.
- Certification by the State Department of Public Health in Sub-Surface Sewage Disposal Inspection, Levels I & II, and in Food Service Inspection.
- Knowledge of the principles and practices of environmental health.
- Ability to interpret laws, regulations and ordinances as related to public health, and to enforce same.
- Ability to read and interpret engineer and architect drawings or plans.
- Ability to deal effectively with the public and to gain their cooperation.
- Computer literacy including working knowledge of Microsoft Office applications.
- Ability to write effective reports.
- Ability to attain and maintain appropriate registration with the State of Connecticut to perform sanitary health and related inspections.
- Valid Motor vehicle operator's license.

### Physical Requirements:

This position combines field and office activities, with more than 50% of the job performed in the form of field inspections. The incumbent must be able to:

- Regularly work near field and job sites including walking over various terrains for distances up to a mile.
- Climb and crawl to remote sites through constricted spaces to perform inspections.
- Stand and walk to access records and files in the course of providing assistance to the public within the land use office environment.
- Tolerate occasional exposure to variable or inclement weather conditions for periods in excess of one hour.
- Intermittently sit and work using a computer and telephone, or listen to information for periods in excess of one hour
- Lift 25 to 50 pounds.
- Drive an automobile during the conduct of duties.

This information is designed to give the general nature and level of work to be performed by employees assigned to this job title and must not be construed to be a complete inventory of the position's duties, responsibilities and qualifications.

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Page 2 of 2

Date:

Date: