

The Northeast District Department of Health

Job Description  
**Sanitarian**  
*Fully Certified*

**Responsibilities:** Perform basic and complex environmental health inspections and evaluations in accordance with the Connecticut Public Health Code and other applicable local, state, or federal regulations which include, but are not limited to:

- Document information obtained during all investigations in a clear manner;
- Analyze data, prepare reports or other public health-related document, and makes presentations, if necessary, based on findings from evaluations or inspections;
- Provide technical guidance (based on level of training) as required to sanitarians and other staff members within the department and community;
- Provide information in the areas of disease prevention, food service safety and general environmental health subjects;
- Conduct or assist in epidemiological investigations as part of the food service safety program or the lead program;

**General Responsibilities:**

- Communicate in a professional manner with other state and local health department officials and public officials;
- Work with all staff in providing service to the public;
- Other duties as assigned;

**Supervised by:** The Supervisor of Environmental Health Services and The Director of Health.

**Qualifications:**

- Requires a Bachelor's Degree or equivalent;
- Requires the State of CT Registered Sanitarian License;
- Must maintain certifications in Food Service Inspection, Level I, and Level II Subsurface, and Lead Investigation;
- Knowledge of the principles, practices and regulations applied in conducting inspections or investigations;
- Ability to prepare written reports containing findings, analysis, conclusions and corrective recommendations is essential;
- Strong written and oral communication skills;
- Must have a valid CT motor vehicle license;
- Must be able to work in adverse weather conditions and meet the physical demands of the position;
- Must be a team-orientated individual;
- Must be able to handle a fast-paced, heavy workload environment, and demonstrate excellent public service skills;
- Computer experience required, Microsoft Office (Word & Excel) preferred;
- Ability to manage office and field work independently is required;

*The Northeast District Department of Health is an Affirmative Action/ Equal Opportunity Employer.  
Pre-Employment drug testing and Motor Vehicle Record release are required.*

Approved by Personnel Committee: 11/08/04

Approved by Board of Health: 01/13/05