

PONDERA COUNTY
20 Fourth Avenue SW
Conrad, MT 59425

Effective: April 12, 2017

JOB TITLE: REGISTERED SANITARIAN/
SANITARIAN-IN-TRAINING

SUPERVISED BY: PONDERA COUNTY COMMISSIONERS

SUPERVISES: NONE

SALARY: \$_____ per hour.

This is a **non-exempt part time position**, not to exceed 1560 hours per year unless approved by Pondera County Commissioners. This position will accrue **overtime** compensation under the guidelines of the Federal Fair Labor Standard Act and applicable Montana statutes. Pay cycle is **monthly**.

Pondera County is an equal opportunity employer. The County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Work Unit Overview: The Environmental Health Department addresses the interaction between human health and the environment. Through a variety of programs and services, the Department strives to provide public health protection, offer educational and training opportunities, supply timely and beneficial information, and enforce health protection standards as outlined by Pondera County, State of Montana or Federal government guidelines. Our health is affected by the quality of air, land, food and water resources. Maintaining and improving public health by managing those environmental factors that affect health is the goal of the County Sanitarian's office.

Job Summary: The Sanitarian performs a variety of professional and technical environmental health duties relating to environmental health and sanitation. The goal is to help protect people and communities from public health risks. Duties will vary requiring individual judgment by following generally prescribed standards and procedures set by the Public Health and Environmental Health laws and rules of Pondera County and the State of Montana. Employees assigned to this position must possess a comprehensive understanding of environmental health issues.

More specifically and pursuant to *Mont. Code Ann. §37-40-101(3)*, *Practice the profession of sanitarian* means:

(a) giving advice on or enforcing compliance with state and local regulations applicable to local government jurisdictions and programs concerning food service, food processing, public accommodations, trailer courts, campgrounds, day-care centers, schools, swimming pools and spas, air pollution, solid and hazardous waste collection and disposal, sewage treatment and disposal, vector control, underground storage tanks, drinking water, land subdivision, and milk sanitation; (b) cooperating with government agencies on matters of public and environmental health, including epidemiological investigations and emergency response to investigators; and (c) providing educational and training programs in environmental standards and public health.

Registered Sanitarian

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Direct programs and conduct field inspections which include, but are not limited to, retail food service establishments, food processors, wholesalers, public accommodations, trailer parks and tourist campgrounds. This may also include pools, spas, tattoo parlors, daycares, community homes, schools, jails and other institutional and recreational sanitation. Recommend appropriate action against violators of the health code and enforce codes pertaining to inspection of licensed establishments.
- Participate in subdivision review relating to environmental and sanitation concerns.
- Conduct inspections of on-site subsurface wastewater disposal systems to assure compliance with current regulations, providing compliance recommendations, when applicable, and issuing permits when all regulations have been met. Analyze and review septic permit applications to ensure compliance with applicable state and local regulations. Identify application deficiencies or areas of noncompliance and recommend approval or denial of applications based on analysis. Conduct site evaluations, inspect wastewater treatment system installation, soil testing, and review groundwater monitoring. Issue septic permits in accordance with local regulations. Non-compliance is reported to the Board of Health and, when necessary, to the Pondera County Attorney.
- Provide guidance for private well-water testing procedures.
- Maintain operational records, reports and correspondence, pursuant to applicable local and state laws and regulations.
- Analyze and review plans for new or remodeled food service establishments and public accommodations by examining plan designs (i.e. materials used, adequate plumbing features and layouts, etc.) for compliance with laws and regulations. Provide assistance in correcting

- areas of noncompliance and coordinate permitting processes.
- Collaborate with and provide education to organizations, fund raisers and non-profit organizations holding food events for the public.
 - Conduct health informational and educational meetings for the general public on a variety of health issues as directed. Participate in various meetings to promote improvements in the field of public health.
 - Provide opportunities for instruction and education to the food service industry and the public on safe handling and prevention of food borne illnesses.
 - Provide technical and regulatory assistance to the public and, when necessitated, conduct investigations into any routine regulatory questions or complaints related to various environmental health issues (e.g., indoor/outdoor air quality, water quality, septic problems, food safety, hazardous material spills, radon, new or emerging communicable diseases, vector borne illnesses, rabid animals, etc.). When necessary, conduct follow up evaluations to any relevant complaints.
 - Investigate food-borne illness outbreaks in coordination with the communicable disease team when required. Analyze relevant information to identify suspected sources of the food-borne illness, investigate food-handling practices, and provide input for epidemiological studies detailing involved food, symptoms, and any related information to assist in determining causes and prevent future outbreaks.
 - Investigate complaints on unsanitary conditions and nuisances to determine whether public health laws are violated and recommend appropriate level of response based on analysis, or refer complainant to an appropriate source/agency for resolution. Maintain records and reports of findings.
 - Testify in court when required in matters relating to actions taken against violators of public health laws.
 - Perform the duties outlined in the Department's disaster manual in the event of a disaster or public health emergency including, but not limited to, emergency flooding.
 - Direct the County junk vehicle program.
 - Maintain Registered Sanitarian (RS) license through the State of Montana Board of Sanitarians.
 - Possess a valid Montana Driver's License and good driving record.
 - Conduct other related work as requested by the Pondera County Commissioners, Courts, Board of Health, Pondera County Health Officer and other agencies.

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Employee must bend, stoop, and kneel to inspect food service establishments, sewage treatment systems, and other locations.
- May be required to lift up to 50 pounds.
- Work is conducted in an office and in varied settings while inspecting.

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- Occasionally works with difficult individuals during the course of investigative/enforcement functions.

Supervision Exercised: *List jobs reporting to the subject position and level of supervisory authority.*

This position does not regularly supervise other County staff. The position may provide training and guidance to employees with less experience, occasionally coordinates special projects as directed.

Knowledge, Skills, and Abilities:

- Knowledge of the principles, practices and management of Environmental Health Sciences.
- Knowledge of Federal, State, and County Public Health Regulations and enforcement procedures.
- Skill in the operation of databases and standard office software and public relations.
- Ability to determine compliance with laws and regulations.
- Assess a wide variety of environmental/sanitary situations through inspections and investigations.
- Communicate effectively both verbally and in writing with the public.
- Skill in assuming responsibility for the quality and integrity of investigation decisions and follow-up until the situation or issue has been resolved. If the issue is not resolved report to appropriate agencies or entities.
- Ability, in emergency situations, to collaborate with Pondera County's Disaster and Emergency Services (DES) planning personnel regarding understanding and applying knowledge of all related environmental health issues.

Education and Experience: This job requires a current license as a Registered Sanitarian (RS).

Sanitarian-in-Training

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- All essential duties and responsibilities include those listed for a Registered Sanitarian **BUT can only be performed under the direct supervision of a Registered Sanitarian.**

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Education and Experience: This position requires a Bachelor's Degree in Environmental Health or equivalent from an accredited college or university. Evaluation for equivalency is a case by case process but begins with 45 quarter hours or 30 semester hours in the physical and biological health sciences with specific courses in biology, chemistry and microbiology. **The incumbent must obtain their license as a Registered Sanitarian within ninety (90) days of being hired.**

Application for Employment

An Equal Opportunity Employer

Pondera County

20 Fourth Avenue SW

Conrad, MT 59425

Please type or print in ink.

Name _____
LAST FIRST M.I.

Address _____
STREET CITY STATE ZIP

Phone _____
WORK HOME MESSAGE

Position Applied for _____

- ☐ I am claiming Veteran's Preference
☐ I am claiming Handicapped Preference

Have you submitted an application here before? ☐ Yes ☐ No

If yes, when _____

Have you been employed here before? ☐ Yes ☐ No

If yes, when _____

Are you legally eligible for employment in this Country? ☐ Yes ☐ No

Type of employment desired ☐ Full Time ☐ Part-Time ☐ Temporary
☐ Seasonal ☐ Day Shift ☐ Other than Day Shift
☐ Rotating Shifts

Date you are available to start work? _____

Will you relocate if the job requires it? ☐ Yes ☐ No

Will you travel if job requires it? ☐ Yes ☐ No

Have you ever been bonded? ☐ Yes ☐ No

Have you ever been convicted of a crime in the last seven (7) years? ☐ Yes ☐ No

If yes, please explain _____

CONVICTION WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT. EACH INSTANCE AND EXPLANATION WILL BE CONSIDERED IN RELATION TO THE POSITION FOR WHICH YOU ARE APPLYING.

Do you have a current and valid driver's license ☐ Yes ☐ No

Signature _____ Date _____

Educational Background

High School Diploma _____ Equivalency Certificate _____ None _____

Name and Address of High School Awarding Diploma or Equivalency Certificate _____

COLLEGE / UNIVERSITY LOCATION	YEARS COMPLETED	CREDIT HOURS EARNED QTRS/SEMS	DEGREES/ DIPLOMA RECEIVED	DATE OF DEGREE	MAJOR	MINOR
TRADE SCHOOL / TRAINING COURSES	DID YOU COMPLETE	TITLE / COURSE DESCRIPTION			TOTAL HOURS	

PROFESSIONAL LICENSE, REGISTRATIONS OR CERTIFICATES

NAME AND COMPLETE ADDRESS OF LICENSING AGENCY	TYPE OF LICENSE	ENDORSEMENTS / RESTRICTIONS (IF APPLICABLE)	DATE LICENSE ISSUED

Additional Information

SPECIAL SKILLS - Check any skills you possess. Specify speed / errors where requested.

Typing _____ / _____ Ten Key by touch _____ Medical Terminology _____
 Shorthand _____ / _____ Computer Languages (specify) _____ Legal Terminology _____
 Data Entry _____ / _____ Other _____

EQUIPMENT - List types of equipment you can operate and specify name and model.

List special job-related accomplishments, publications, awards, etc. that you feel would qualify you for this position (exclude information which would reveal sex, race, religion, national origin, age, color, disability, or any other protected status).

Employment History

Provide the following information for your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in comments section below.

EMPLOYER	PHONE	DATES		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE		SALARY - START		
		\$	PER	
IMMEDIATE SUPERVISOR/TITLE	PHONE			
REASON FOR LEAVING		SALARY - FINAL		
		\$	PER	
MAY WE CONTACT FOR REFERENCE <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER				

EMPLOYER	PHONE	DATES		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE		SALARY - START		
		\$	PER	
IMMEDIATE SUPERVISOR/TITLE	PHONE			
REASON FOR LEAVING		SALARY - FINAL		
		\$	PER	
MAY WE CONTACT FOR REFERENCE <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER				

EMPLOYER	PHONE	DATES		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE		SALARY - START		
		\$	PER	
IMMEDIATE SUPERVISOR/TITLE	PHONE			
REASON FOR LEAVING		SALARY - FINAL		
		\$	PER	
MAY WE CONTACT FOR REFERENCE <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER				

EMPLOYER	PHONE	DATES		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE		SALARY - START		
		\$	PER	
IMMEDIATE SUPERVISOR/TITLE	PHONE			
REASON FOR LEAVING		SALARY - FINAL		
		\$	PER	
MAY WE CONTACT FOR REFERENCE <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER				

I hereby certify that all information contained in this application is true, correct and complete to the best of my knowledge and contains no willful falsifications, material omissions or misrepresentations. I am aware that falsification or misrepresentations may disqualify me from consideration for employment, or if hired, may be grounds for termination at a later date.

I give the employer the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby specifically consent to a Department of Motor Vehicle check should driving be a requirement of this position. I hereby release from liability, Pondera County and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

Pondera County does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local state or federal law.

This application is current for 6 months. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of Pondera County, other than the Board of County Commissioners, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by the Board of County Commissioners.

Pondera County is committed to make reasonable accommodation to any known disability that may interfere with an applicant's ability to compete in the application and interview process. If you would like us to consider any such accommodation, please, on a separate sheet of paper, attach a description of the desired accommodation.

Pondera County complies with the Veteran's and Handicapped persons Employment Preference Act which provides preference in public employment for certain military veterans and handicapped persons or their eligible spouses. Contact you Vocational Rehabilitation Services Office (Dept. of Social and Rehabilitation Services) for details on obtaining handicapped person's certification. A copy of the certification must accompany applications claiming handicapped preference. A copy of Form DD214 (Certificate of Release or Discharge from Active Duty) must accompany applications claiming veteran's preference.

I understand that a background check may be done prior to offer of employment. If I am hired, I will be required to provide proof of identity and legal work authorization.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant _____ **Date** _____

PONDERA COUNTY ELECTIVE BENEFIT INFORMATION

Contact the Clerk & Recorder's office for further information.

GROUP HEALTH INSURANCE

The minimum hourly work requirement is 17.5 hours per week / 75.8 hours per month to be eligible to participate in the Pondera County Group Health Plan, effective on the 1st day of the month following the hire date.

- **Initial Enrollment:** Employee pays full premium until the county contribution begins. Application for coverage must be submitted prior to the first day of the month following the hire date if choosing to participate. Employee payment can be deducted pre-tax from paycheck. OR
- **County Contribution Enrollment:** Application for coverage must be submitted within 15 calendar days from date of hire to be enrolled the 1st day of the month 30 days after hire
- Pondera County will contribute the sum of a single premium, or a prorated sum based upon hours scheduled, toward the cost of the group health insurance premium. Beginning July 1, 2019 rates are:

4 Choices of Coverage:

\$1000 Deductible – 80/20

	\$1000 Deductible	County will pay	Employee will pay
Single	\$817.90	\$774.65	\$43.25
Two Party	\$1609.48	\$774.65	\$834.83
Employee/Children	\$1404.18	\$774.65	\$629.53
Family	\$2195.76	\$774.65	\$1421.11

\$1500 Deductible – 80/20

	\$1500 Deductible	County will pay	Employee will pay
Single	\$774.65	\$774.65	\$0
Two Party	\$1524.28	\$774.65	\$749.63
Employee/Children	\$1329.86	\$774.65	\$555.21
Family	\$2079.49	\$774.65	\$1304.84

\$2700 HDHP Deductible – 100/0

	HDHP \$2600 Deductible	County will pay	County paid HSA	Employee will pay
Single	\$652.40	\$652.40	\$122.25	\$0
Two Party	\$1284.09	\$652.40	\$122.25	\$631.69
Employee/Children	\$1120.24	\$652.40	\$122.25	\$467.84
Family	\$1751.91	\$652.40	\$122.25	\$1099.51

\$3500 HDHP Deductible – 100/0

	HDHP \$3500 Deductible	County will pay	County paid HSA	Employee will pay
Single	\$600.81	\$600.81	\$173.84	\$0
Two Party	\$1182.41	\$600.81	\$173.84	\$581.60
Employee/Children	\$1031.55	\$600.81	\$173.84	\$430.74
Family	\$1613.14	\$600.81	\$173.84	\$1012.33