

**CITY OF MARLBOROUGH  
BOARD OF HEALTH  
ASSISTANT SANITARIAN**

**POSITION PURPOSE**

The Marlborough Board of Health currently has an opening for the position of Assistant Sanitarian. This position will report directly to the Director of Public Health and is responsible for enforcing State and Local regulations that protect, promote and improve the health, safety and well-being of the general public and the environment.

**ESSENTIAL JOB FUNCTIONS**

*(The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Conducts sanitary code inspections, including food establishments, public and semi-public swimming pools, housing, tanning beds/salons, body art establishments, septic system installations, tobacco retailers, and other establishments.
- Investigates public health nuisance complaints.
- Enforces state and local health laws and regulations.
- Conducts housing inspections in response to complaints, prepares orders to property owners to seek corrections, and prepares correspondences seeking enforcement of violations.
- Coordinates compliance efforts with Board of Health orders, takes legal action when necessary, and prepares and presents documents for administrative and public hearings.
- Develops educational material for environmental health and emergency preparedness presentations.
- Assists with the development and implementation of environmental and public health programs.
- Works in a confidential capacity. Operates independently. Uses independent judgment and discretion to make decisions affecting the department and staff as it relates to unit operations/services and City of Marlborough's policy.
- Performs similar or related work as required.
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**SUPERVISION RECEIVED**

Under general direction, employee plans and prioritizes the majority of work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

**ACCOUNTABILITY**

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service and poor internal or external customer service.

**JUDGMENT**

The work requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting, and applying federal, state and local regulations.

**COMPLEXITY**

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work.

**NATURE AND PURPOSE OF CONTACTS**

Relationships are primarily with co-workers and the public, involving frequent explanation, discussion or interpretation of practices, procedures, regulations, or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

**CONFIDENTIALITY**

Incumbent has regular access at the departmental level to a variety of confidential information.

**WORK ENVIRONMENT**

Working conditions involve occasional exposure to elements found in the field, such as work sites, walking property to inspect, construction sites, etc. May be exposed to elements, but work can typically be rescheduled to avoid harsh elements.

**EDUCATION AND EXPERIENCE**

Bachelor's degree in Public Health, Environmental Health, or a related field, with at least one (1) year of experience in public health, environmental health or emergency preparedness or any equivalent combination of education and experience. Registered as a Sanitarian or an Environmental Health Specialist preferred. Certified Pool Operator, Licensed Soil Evaluator and Licensed lead Determinator preferred or able to obtain within the first 12 months of employment. Driver's License Required.

**KNOWLEDGE, ABILITY, AND SKILLS**

Knowledge: Knowledge of public and environmental health, federal, state, and local laws.

Abilities: Ability to read and understand construction plans and specification documents to ensure compliance with applicable statutes and codes.

*Skills:* Skills in conducting field inspections and communicating effectively in writing and orally, including public speaking. Skills and experience in writing reports, grant applications, and related documents preferred. Intermediate or higher-level skills in Microsoft Office applications.

#### **PHYSICAL, MOTOR, AND VISUAL SKILLS**

*Physical Skills:* Administrative work is performed in an office setting requiring sitting, standing, walking. When in the field, may require some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them (up to 50 lbs.). There may be need to stretch and reach to retrieve materials.

*Motor Skills:* Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

*Visual Skills:* Visual demands require routinely reading documents for general understanding and analytical purposes.