

The Town of New Milford is hiring! The Town of New Milford Health Department is currently accepting applications for the position of Assistant Sanitarian. Qualified applicants will possess a strong knowledge of the principals and practices of environmental health and will have experience conducting field inspections of food establishments, properties, wells and subsurface sewage disposal systems. This is an AFSCME Unionized position that has excellent pay and benefits. Qualified and interested applicants should send a Town of New Milford employment application to: Greg Bollaro, Personnel Director, [gbollaro@newmilford.org](mailto:gbollaro@newmilford.org) or 10 Main Street, New Milford, CT. 06776. EEO. **No fax responses. Open until filled.**

## Town of New Milford

<b>JOB CLASSIFICATION DESCRIPTION</b>
---------------------------------------

**Health Department**

**Job Title:** Assistant Sanitarian  
35hrs p/w

**AFSCME GRADE 14**

**Job Summary:** Working in compliance the Connecticut Public Health Code, this position assists the Director of Health and the Sanitarian in the control and improvement of environmental health for the Town of New Milford. Duties include but not limited to conducting field inspections and approval of food establishments, and test, inspects and approve wells, and subsurface sewage disposal systems. Assists in carrying out any other functions or programs conducted by the Department.

**Supervision Received:** Receives direction from the Director of Health and Sanitarian.

**Essential Job Functions:**

- Conducts, observes and records results of percolation tests and deep test holes.
- Reviews plans of proposed subsurface sewage disposal systems and performs inspections of these systems as required.
- Conducts field inspections of subsurface sewage disposal systems related to applications for building additions, swimming pools or other structures.
- Writes reports of inspection findings and provides follow-up as needed. May assist with other detailed report preparation.
- Inspects and prepares detailed reports on food service establishments, swimming pools and bathing areas, housing, day care centers, schools, camps, barber shops, beauty and nail salons, tattoo parlors and other facilities.
- Investigates citizen complaints of housing conditions or other public health nuisances and recommends corrective action as necessary.
- Inspects well sites and makes recommendations.
- Collects water and other samples for laboratory analysis.
- Assists as needed with investigations conducted by the Department regarding conditions, facilities or other matters that may affect public health.

- Performs inspections of commercial or residential properties and reports any findings and/or violations related to potential environmental pollution or conditions affecting public health.
- Assists in reviewing floor plans of food service establishments.
- Performs related duties as required that are necessary and appropriate.

**Knowledge, Skills and Ability:**

- Demonstrated knowledge of principles and practices of environmental health from Connecticut State Statutes and Town Ordinances.
- Demonstrated ability to interpret site plans and specifications, to read and interpret provisions of the Public Health Code and to apply such provisions to specific situations.
- Demonstrated ability to make and interpret routine tests relating to environmental health control.
- Demonstrated ability to establish and maintain cooperative relationships with the general public, Town officials, and associates.
- Demonstrated exceptional interpersonal skills; oral and written communication skills;
- Demonstrated ability to work in an office setting subject to continuous interruptions.
- Demonstrated ability to deal with a diversity of people in such a manner as to encourage compliance.
- Demonstrated ability to utilize computer systems to include Windows based programs, email, database and spreadsheet entry and required reporting. Ability to use the internet and learn new programs as needed.
- Demonstrated ability to multi-task.
- Demonstrated ability to traverse difficult, rocky, steep or swampy terrain as required for site inspections.
- Ability to dig, shovel as needed.
- Must be able to drive and maintain a valid driver's license.

**Education, Training and Experience:**

- Bachelor's degree in biological/sanitary sciences or related studies required. Must have two years experience in sanitation related field.
- Must possess or obtain within one year from date of hire, State of Connecticut, Phase I and Phase II certification in Subsurface Sewage Disposal
- Must possess or obtain within one year from date of hire, Food Inspector certification.
- Certification as a State of Connecticut Lead Inspector preferred.
- Must possess a valid motor vehicle driver's license.
- Municipal experience preferred.

**Working Conditions, Physical and Mental Requirements:** Occasionally may be exposed to inclement weather in carrying out property appraisal duties. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

**Frequency: Place an “X” in each box that is appropriate to your job.**

<b>NEVER (N)</b>	<b>OCCASIONALLY (O)</b>				<b>FREQUENTLY (F)</b>				<b>CONSTANTLY (C)</b>				
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift				
<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>
<b>Physical Demands:</b>					Depth Perception				X				
Standing		X			Color Distinction				X				
Walking		X			Peripheral Vision				X				
Sitting			X		Driving		X						
Lifting			X		<b>Physical Strength:</b>								
Carrying			X		Little Physical Effort (-10 lbs.)			X					
Pushing			X		Light Work (-20 lbs.)		X						
Pulling			X		Medium Work (20-50 lbs.)		X						
Climbing		X			Heavy Work (50-100 lbs.)		X						
Balancing		X			Very Heavy Work (100+ lbs.)		X						
Stooping		X			<b>Environmental Conditions:</b>								
Kneeling		X			Cold (50 degrees F or less)		X						
Crouching		X			Heat (90 degrees F or more)		X						
Crawling		X			Temperature Changes			X					
Reaching			X		Wetness		X						
Handling			X		Humidity		X						
Grasping			X		Extreme Noise or Vibration		X						
Twisting			X		Exposure to Chemicals		X						
Feeling			X		Exposure to Gases and Fumes		X						
Talking			X		Exposure to Unpleasant Odors		X						
Hearing				X	Exposure to bodily fluids		X						
Repetitive Motion				X	Exposure to dampness		X						
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area		X						
Visual Acuity/Near				X	Mechanical Hazards		X						
Visual Acuity/Far				X	Physical danger		X						

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

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.

Approved by Town Council 2/28/94

Updated May 2004

Job Description Sub Committee 5/9/2018 and Approved by Town Council 6/11/18