

The Town of New Milford is hiring! The Town of New Milford Health Department has an immediate opening for Sanitarian. This position is a full-time sanitarian to conduct a wide variety of duties associated with the enforcement of the Public Health Code and local ordinances. The position supports the Environmental Health Services Division, which encompasses the following areas: food service, lead, wells, cosmetology, septic systems, housing, public pools, nuisance complaints, and day care centers. Qualified and interested candidates must submit a completed Town of New Milford employment application, resume, and three professional references to Personnel, 10 Main Street, New Milford, CT. 06776 [Personnel@newmilford.org](mailto:Personnel@newmilford.org)

## Town of New Milford

### JOB CLASSIFICATION DESCRIPTION

**Job Title:** Sanitarian  
Non Union - Exempt

**Job Summary:** Performs duties related to protect and preserve the control and improvement of environmental and public health, which includes the enforcement of the Connecticut Public Health Code, State General Statutes, Code of the Town of New Milford and the Housing Standards of the Town of New Milford under the supervision of the Director of Health and the Mayor.

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

**Supervision Exercised:** Provides daily direction to the Assistant Sanitarian and the Office Coordinator for the Health Department.

#### **Essential Job Functions:**

- Conducts and writes detailed reports on site investigations to determine suitability for the construction of subsurface sewage disposal systems, which include but are not limited to, percolation and deep test holes.
- Reviews and approves engineered and non-engineered plans for sewage disposals systems.
- Reviews and approves building plans for septic system sizing.
- Inspects, approves or disapproves the installation of subsurface sewage disposal systems for compliance with the Connecticut Public Health Code and Town Ordinances. This includes inspecting septic tanks, leaching systems, groundwater collection drains, select septic fill and exterior connections for water and plumbing services.
- Approves and issues permits and collects fees for the construction of subsurface sewage disposal systems, wells and for the licensing of food service establishments.
- Inspects food service establishments including restaurants, food processing establishments, food stores, meat and fish markets, temporary establishments (fairs), etc.
- Inspects schools, day care centers, public swimming pools and bathing areas, mobile home parks, recreational camps and other places of public assembly.
- Investigates and writes detailed reports on the suitability of private well water sites and initiates action.

- Investigates complaints of public nuisances and initiates abatement action, i.e., failing septic systems, well pollution, garbage and refuse, etc.
- Collects and interprets results of samples of water, air, soil, etc. for analysis. Completes report and submits to
- Participates as a member of the Local Emergency Planning Committee for emergency response to accidental or intentional release of hazardous materials, which includes nuclear, biological or chemical hazards.
- Responsible for the organization and management of the annual household hazardous waste collection day.
- Conducts inspections and writes detailed reports regarding housing complaints for compliance of the Housing Standards Code of the Town of New Milford and other applicable regulations and initiates abatement action when necessary.
- Investigates and collects dead animals and birds for laboratory analysis with regards to prevention of rabies, West Nile virus and other known public health threats.
- Assists with investigations of foodborne outbreaks and writes detailed reports in accordance with Connecticut Department of Public Health policies and procedures.
- Conducts sanitary surveys of watershed areas and water bodies for potential sources of pollution and reports findings as directed by the Health Director.
- Collects fees and issues permits for the construction of subsurface sewage disposal systems, wells and for the licensing of food service establishments.
- Works with other Town agencies, departments or commissions and assists in implementing public health programs within the community.
- Assists in conducting educational programs relating to environmental and community health.
- Gives testimony during town court cases when required.
- Attends night meetings as required.
- Performs related duties as required that are necessary and appropriate

**Knowledge, Skills and Ability:**

- Demonstrated knowledge of principles and practices of Connecticut State Statutes and Town Ordinances as they relate to environmental and public health rules and regulations on municipal environmental health and sanitation control.
- Demonstrated ability to enforce regulatory provisions firmly and impartially.
- Demonstrated ability to establish and maintain effective working relationships with associates and the general public.
- Demonstrated exceptional interpersonal skills; oral and written communications skills.
- Demonstrated ability to interact with Town officials, Boards, Commissions and attorneys in a professional and courteous manner.
- Demonstrated ability to meet deadlines and prioritize work projects in consideration of the shared needs of the combined Towns.
- 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 proficiency in personal computed based spreadsheets word processing and database software and the demonstrated ability to learn new programs as needed.
- Ability to traverse difficult, rocky, steep or swampy terrain as required for site inspections.
- Ability to dig, shovel as needed.
- Ability to work outdoors in inclement weather.

**Education, Training and Experience:**

- Bachelor's degree in biology, microbiology, physical or sanitary science or related field required.
- Two years of experience in the environmental field required.
- Possession of a valid Registered Sanitarian license in Connecticut. Will allow excellent candidate up to one year from date of hire to achieve this certification.
- Possession of State of Connecticut, Phase I and Phase II certification in Subsurface Sewage Disposal. .
- Possession of State of Connecticut Food Inspector certification.
- Certification as a State of Connecticut Lead Inspector preferred.
- Demonstrated knowledge, based on job experience and education within the health field.
- Must possess a valid State of Connecticut motor vehicle 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 3/27/89

Updated by Health Director/Personnel, July 2005

Updated by Health Director/Personnel September, 2005

Updated by Job Description Sub-Committee and Approved by Town Council June 11, 2018