

NOTICE

There is a vacancy in the Bay County **ENVIRONMENTAL HEALTH DEPARTMENT**.

JOB TITLE: SANITARIAN III – FOOD PROGRAM COORDINATOR

SALARY RANGE: \$48,838.40 per year entry, progressing to \$57,241.60 per year after 3 years (PB08)

In accordance with the Agreement between the County of Bay and the Bay County Association of Managers, Professionals and Supervisors (B.C.A.M.P.S.), qualified County employee applicants may first be considered. This full-time position with benefits is included in the BCAMPS unit, although membership in the union is voluntary.

GENERAL SUMMARY: Under supervision of the Health Director, oversees and coordinates activities and provides consultation and guidance to all Environmental Health Division staff regarding food service licensing and safety regulations within the Environmental Health Division, and maintains a high standard of environmental health conditions within Bay County. Provides consultation to, and conducts professional evaluations of, public and private facilities to determine conformity with Federal, State and County sanitation and environmental health laws, codes, ordinances and standards. Educates the public regarding acceptable compliance with environmental and sanitation standards and initiates corrective action when necessary to safeguard the public health. Develops, coordinates and maintains Quality Improvement and Quality Assurance Program activities. Simultaneously performs functions of a Registered Sanitarian, as directed.

TYPICAL DUTIES:

1. Serves as Coordinator for Food Service Program, and emergency disaster activity planning with other state and local agencies. Develops, implements and coordinates all Division Quality Improvement and Quality Assurance activities regarding food safety and licensing. Acts as, or in conjunction with, Standardized Trainer to properly direct staff on food service inspection techniques and regulations.
2. Follows established federal, state and local regulations, laws and policies. Ensures the enforcement of all Bay County environmental health codes, rules and regulations and applicable state and federal public health laws in Bay County.
3. Plans, develops, administers and evaluates Environmental Health Division Programs which conform to the goals and objectives of the Health Department, and the regulations and standards of state and federal agencies. Ensures minimum program requirements, county policies and ordinances are met.
4. Coordinates plan review process for all new/remodeled food service facilities. Ensures that food service managers and employees of food service establishments are instructed in the principles and techniques of proper food handling.
5. Is responsible for Accreditation preparation and will assign activities to Sanitarians to ensure agency readiness for review. Coordinates implementation of policy review, revision and implementation.
6. Corresponds with federal, state and municipal officials as necessary, and acts as a liaison with other County Departments and community partners, as directed. Ensures that all documentation required by government agencies is accurate and submitted on a timely basis.
6. Represents the Bay County Health Department in environmental health activities within Bay County.
7. Works with the Health Director and various community agencies to identify environmental health needs and develop comprehensive programs and policies. Participates in various workgroups addressing Environmental Health issues. Analyzes current environmental health services and recommends the development of new programs.
8. Inspects for compliance fixed food service establishments, mobile and transient food units, temporary food service facilities, food vending machines, child care institutions, day care facilities, foster care homes, public swimming pools, bathing beaches, campgrounds, mobile home parks, private and non-community type II water supplies, commercial and residential onsite sewage disposal facilities and nuisance complaints. Orders the correction of deficiencies having a public health impact. Initiates follow-up action to ensure compliance with legal procedures and applicable rules and regulations.
9. Consults with property owners upon submission of an application for a new or replacement residential onsite sewage disposal permit, conducts site evaluations to determine site and soil suitability, designs onsite sewage disposal systems, issues construction permits, and upon installation inspects the systems to determine compliance with the permit requirements and provisions of the Sanitary Code of Bay County and the Michigan Criteria for Subsurface Sewage Disposal.
10. Issues permits for residential and non-community type II water supply wells. Provides consultation requirements for abandonment of existing wells. Collects bacteriological and partial chemical water samples and provides interpretation of the results of laboratory analysis.
11. Prepares and submits written reports and recommendations on inspection and evaluation activities. Recommends action in cases where violations of health related laws and/or codes have occurred. May participate as a witness in court cases when prosecution is involved.
12. Investigates outbreaks of environmentally related diseases. Determines causative factors and sources of infection. Initiates corrective measures to minimize reoccurrence.
13. Assists the general public with complaints and questions regarding sanitation and environmental health. Provides advice on prevention and problem resolution or routine matters, referring more difficult questions to the division head.
14. Coordinates updates to and maintains Environmental Health software and technology related to food and other programs as directed. Serves as a technical resource to other sanitarians as requested.
15. All other duties as assigned including emergency response roles, as required. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Bay County.

The above statements are intended to describe the general nature of work performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties assigned personnel in this classification.

QUALIFICATIONS: Possession of a baccalaureate degree in environmental health, biology, chemistry, engineering or a related field. Must have ten or more years of environmental health experience. Registration with the Board of Sanitarians, State of Michigan, Department of Licensing and Regulation is required. Applicants may be required to take written and/or other examinations.

PHYSICAL REQUIREMENTS: This position involves sitting, being mobile, bending and/or standing for significant periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, 20 pounds of force up to 1/3 of the time. Must have a valid Michigan driver's license.

Make application online at www.baycounty-mi.gov or via US Mail/in person at the Bay County Personnel Department, 515 Center Avenue, Bay City, Michigan 48708 no later than **4:00 p.m. Monday, June 16, 2014.**

AN EQUAL OPPORTUNITY EMPLOYER

“Bay County does not discriminate on the basis of race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental limitation, familial status, sexual orientation, or gender identity/expression.”