

CLASS TITLE: PRINCIPAL SANITARIAN

Class Code: 02902400
Pay Grade: 30A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: In an assigned district office, to plan, supervise and review the work of sanitation personnel engaged in carrying out a comprehensive environmental health program; or, as assigned, to monitor the sanitary inspections performed by the district offices, evaluating personnel and procedures in order to improve the quality and efficiency of services provided; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior who outlines policies, methods and procedures, gives technical assistance, and reviews work through conferences and submitted reports.

SUPERVISION EXERCISED: Supervises, reviews and evaluates the work of a technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

In an assigned district office, to plan, supervise and review the work of sanitation personnel engaged in carrying out a comprehensive environmental health program; or, as assigned, to monitor the sanitary inspections performed by the district offices, evaluating personnel and procedures in order to improve the quality and efficiency of services provided.

To be responsible for inspectional and investigational programs relating to shellfish packing plants, meat and meat food processing and manufacturing plants, bakeries, confectioneries and ice cream and other food manufacturing and processing establishments.

To be responsible for the enforcement of pertinent provisions of the Rhode Island Food, Drug and Cosmetics Act.

To be responsible for the inspection of the environmental sanitation of camps and trailer parks, tourist cabins and motels, beaches and amusement parks.

To develop and conduct training programs for new and existing employees in order to insure maximum staff efficiency and quality of services provided.

To reinvestigate assignments reported by subordinates to determine the effectiveness of work methods, techniques and recommendations.

To screen reports of violations of food and sanitation laws and regulations; when necessary, to recommend prosecution of violators, appear in court and provide expert testimony.

To make available to sanitation personnel and to the public appropriate bulletins, articles and other educational material relating to health conditions.

To prepare correspondence concerning technical sanitation matters.

To assist in drafting rules and regulations pertaining to environmental sanitation inspections.

To prepare reports containing findings, analyses, conclusions and recommendations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of environmental sanitation and the ability to apply such principles, practices and techniques; a thorough knowledge of State laws and regulations pertaining to environmental sanitary inspections; the ability to plan, supervise, evaluate and review the work of subordinates engaged in

making a variety of inspections and investigations in a comprehensive environmental health program; the ability to train such personnel to perform assigned duties effectively; the ability to secure and evaluate essential data to be used as evidence in law violation cases; the ability to prepare reports relating to the program containing findings, analyses, conclusions and corrective recommendations; the ability to establish and maintain effective working relationships with superiors, subordinates and the general public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing including major courses in the biological sciences, in Sanitary Science, in Chemistry, or courses closely related to Environmental Sanitation; and

Experience: Such as may have been gained through; employment in a supervisory position involving responsibility for coordinating and evaluating environmental sanitation inspections.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: August 26, 1979

Editorial Review: 3/15/03