



MORRISON COUNTY

JOB DESCRIPTION

Job Title: Registered Sanitarian
Department: Health & Human Services
Classification: 11
Reports to: HHS Supervisor
Supervises: No
Normal Business Hours: Monday – Friday, 8:00 AM – 4:30 PM
Telecommute: By exception
Union: Yes
FTE Status: 1.0 Full Time Equivalent
Last Reviewed: 08/2024

Nature of Work:

This position is responsible for licensing and inspection of food establishments, lodging establishments, pool, youth camps, campgrounds, and mobile home parks for compliance with state and local regulations as delegated by the MDH delegation agreement. Follows up with complaints on establishments. License and inspect special events.

Communicates with:

Internally – All HHS staff.

Externally – State/county/city entities and public.

Supervision:

None

Essential Work Functions:

- Provides technical assistance, information/education to establishment owners, their employees, and the public.
- Collects water samples from licensed establishments; corresponds with state lab.
- Provides results to private citizens, establishments, lending institutions, and Realtors on water tests.
- License tobacco, alcohol, food, pools, lodging, vending machines, mobile home parks, recreational campgrounds, youth camps, special event food, and special event camping.
- Inspects special events during evenings/weekends at events, county fairs, festivals, etc.
- Makes inspections at the established frequency for each licensed establishment to ensure that they follow applicable laws and regulations.
- Prepares inspection reports based on findings.
- Determines if the complaint is a Public Health nuisance. If not, refers to appropriate agency. i.e. Solid Waste, Pollution Control, Social Services. Provides education and consultation to party(ies) involved.

Other Work Functions

- Performs related work as required.
- Coordinate with other positions within the department for client services.
- Attend continuing education and training opportunities.

Minimum Qualifications of Education and Experience:

- Requires a four-year degree in a highly technical area, such as engineering, computer science, nursing, or specialized qualification such as CPA, or a non-technical master's degree is required.
- One (1) year of experience is required.

- CPR/First aid training.
- Ability to pass all position required background(s) and testing(s).

Knowledge, Skills, and Abilities Required:

- Valid MN driver's license.
- Registered sanitarian license
- Knowledge of providers within the community and services available to clients.
- Knowledge of laws, rules, statutes and regulations pertaining to public health.
- Knowledge of reporting requirements.
- Working ability to work constructively within an agency in the community setting and in effectively utilizing appropriate resources and services.
- Ability to manage time productively.
- Experience working with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships.
- Highly self-motivated and directed.
- Strong organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodation may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50%-74%	75% or more
Office environment			X	
Sitting, standing			X	
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision		X		
Light (Up to 10 pounds of force)		X		
Challenging or threatening behaviors		X		
Hazardous physical conditions		X		
Atmospheric Conditions			X	
Travel			X	
Hazardous materials		X		
Extreme temperatures		X		
Environmental			X	
Work with high detail/deadlines		X		

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: _____

Employee Signature: _____ Date: _____