



**Benzie County Office**  
6051 Frankfort Hwy, Ste 100  
Benzonia, MI 49616

Phone: 231-882-4409  
Fax: 231-882-0143

**Leelanau County Office**  
7401 E. Duck Lake Rd  
Lake Leelanau, MI 49653

Phone: 231-256-0200  
Fax: 231-256-7399

[www.bldhd.org](http://www.bldhd.org)

---

**DATE:** 12/14/2022  
**STATUS:** Regular, Full Time (37.5 hours/week)  
**SALARY RANGE:** \$55,458 - \$77,298 annually  
**TITLE:** Environmental Health Sanitarian I/II (Based on Work Experience)  
**LOCATION:** 6051 Frankfort Hwy, Benzonia, MI 49616  
**# of POSITIONS AVAILABLE:** 1  
**FILING DEADLINE:** 1/13/2023

### **JOB SUMMARY**

Working in collaboration with team members from all divisions and with community partners, the Environmental Sanitarian provides professional environmental health services to protect the environment and the public's health within the district. Performs evaluations and inspections of State licensed facilities, participates in communicable disease outbreak investigations, inspects and evaluates premises and establishments having public health significance, conducts environmental surveillance, participates in local emergency preparedness activities and responses, and reviews, applies and enforces environmental health regulations. Has a thorough understanding of all applicable regulations and codes, and conducts enforcement fairly among various program areas. Demonstrates strong interpersonal and customer service skills, verbal and written communication skills, organizational and time management skills, the ability to problem solve in a variety of situations and settings, and the ability to work independently, as well as part of a cohesive team.

### **JOB FUNCTIONS**

- Evaluates environmental conditions, inspects facilities having public health significance, and issues permits and / or licenses.
- Conducts surveillance activities and assesses risk to the public. Participates in local and regional public health responses to threats to the public.
- Determines compliance with applicable environmental health regulations and conducts enforcement investigations, participates in legal proceedings and corrective action plan development.
- Reviews engineering / architectural plans for new, proposed, or modifications to existing facilities, and grants approvals for commercial uses.
- Responsible for meeting all program requirements in assigned program areas and contractual obligations.
- Develops and maintains good client relationships and community involvement through attending meetings, conducting presentations, and engaging area partners on environmental health issues.
- Prepares communications, documentation, and reports necessary to complete job functions and helps develop standard communication formats for district use.
- Actively participates or coordinates foodborne illness investigations and communicable disease surveillance and response activities.
- Educates owners, managers, operators, or the public on best practices and motivates persons to prevent or abate hazards and improve safety.
- Performs other duties as workloads, temporary absences, or emergencies dictate.

## **WORK ENVIRONMENT**

The tasks performed on the job regularly would produce exposure to illness and injury or health hazards. This exposure results from the lack of control of the work environment, characteristic of in-home visits or on-site evaluations, and may include disgruntled clients, no telephone access, exposure to pets, and working around large, heavy equipment. An accident may result in permanent or long-term injury or illness. Recurring adverse working conditions such as frequent travel, extreme temperatures, excessive noise, navigating difficult terrain, and/or blood borne pathogens exist on the job. On a periodic basis (1/3 to 2/3 of the working days) the position requires the following types of physical demands: the ability to see, sit, talk, hear, speak, stand, walk, keyboard, repeatedly reach, bend, kneel, climb stairs/ladders, grip, pinch, pull, push, dig, transfer, lift and / or carry more than 25 lbs.

## **EMPLOYMENT QUALIFICATIONS**

### **ENVIRONMENTAL HEALTH SANITARIAN I:**

Position requires a bachelor's degree. This is an entry level position, no specific prior experience is required.

### **ENVIRONMENTAL HEALTH SANITARIAN II:**

Position requires a bachelor's degree, plus additional advanced training of one to two years, licensure, or state or nationally recognized certification with 1 to 3 years of expansive work experience. It is required for the employee to possess a minimum of one of the following licenses and certifications:

- Michigan Registered Sanitarian (RS) or National Environmental Health Association (NEHA) Registered Environmental Health Specialist/Registered Sanitarian (REHS/RS) or Certified Professional - Food Safety (CP-FS) upon hire.

### **Preferred major:**

Environmental Health, Science, Engineering, Physical Science, Biology, Geology, or related field.

### **Preferred knowledge and experience:**

Advanced knowledge of environmental health laws, regulations, codes, administrative rules, policies, procedures, and their proper implementation and application. Knowledge of food safety principals, communicable disease transmission and investigation, algebra, geometry, microbiology, chemistry, physics, soil science, water and wastewater evaluation, design, construction, function and best practices, and principles of the National Incident Management System (NIMS) and Incident Command Structure (ICS.) Skills needed include critical / analytical thinking, technical writing, verbal, written, and interpersonal skills, problem solving, decision making, organizational and time management.

### **Incident Command System & National Incident Management System Training:**

This position requires the following Incident Command System and National Incident Management System courses to be completed within the first year of employment: 700A, 800B, 100B, 200B, and 300

### **Travel Required:**

Must possess a valid Michigan Driver's License and demonstrate the ability and means to travel as needed and dictated by work responsibilities.

## **KNOWLEDGE, SKILLS, & ABILITIES**

### **Verbal Communication Skills:**

Position requires: Expressing ideas and thoughts verbally; exhibiting good listening and comprehension and getting clarification when needed; responding well to questions; the ability to develop and maintain positive relationships with other employees, as well as individuals external to the agency, including patrons, partnering agencies, stakeholders, and contractors; the ability to encourage open communication; communicate changes and progress and keep others adequately informed; interpret and translate facts and information; explain situations and issues to people and advise them of alternative or appropriate courses of action; the ability to deal with difficult people in a firm but professional manner; participate in meetings; interview and gather information from others; and support and explain reasoning for decisions.

**Written Communication Skills:**

Position requires the ability to express ideas and thoughts in written form; to write clearly and informatively; the knowledge, application, and ability to edit spelling, punctuation, sentence structure and grammar; the writing skills sufficient to complete more difficult assignments, such as editing documents and materials for style and content; the skill to organize material into formats which ensure ease of reading and understanding; the ability to vary writing style to meet needs of the audience and purpose.

**Technology:**

Technological skills include utilization of multiple software products requiring training and utilization of manuals to stay current including advanced knowledge of program functionality to ensure documentation requirements for multiple programs are met or knowledge in specific areas such as graphic design or utilizing technology for marketing health department services.

**APPLICATION PROCESS:**

Qualified applicants should submit their resumes with cover letter by January 13, 2023 to:

Eric Johnston, RS  
Director of Environmental Health  
Benzie-Leelanau District Health Department  
6051 Frankfort Hwy., Suite 100  
Benzonia, MI 49616  
ejohnston@bldhd.org

*Benzie-Leelanau District Health Department is an equal opportunity employer that values diversity. All employment decisions are based on qualifications, merit, and business need.*