

**PUBLIC HEALTH SANITARIAN (HELP Program)**

**General Statement of Duties and Responsibilities**

This class of positions encompasses training for and performing professional responsibilities involving inspections to assure compliance with pertinent laws, rules and regulations governing food and general environmental sanitation, safety and health. There are two assignment levels within this class of positions. All personnel perform related work. The following are typical assignments within this class of positions.

**Assignment Level I**

Under close supervision, is trained in and performs beginning level professional work in public health inspection and environmental sanitation such as the following:

**Examples of Typical Tasks**

Makes periodic inspections of food processing and manufacturing establishments, warehouses, and wholesale and retail food establishments to ensure a pure food supply and to enforce pertinent laws, rules and regulations.

Inspects business establishments, multiple dwellings, stores, schools, NYC correctional facilities, institutions, Fulton Fish Market, day camps, day care facilities, recreational and other areas for environmental hazards, defective plumbing, inadequate water supply, overflowing cesspools, condition of sewers, condition of gas heating equipment, animals not properly controlled or housed, lead poisoning danger, window guards, insect or rodent infestation, noxious odors, or other unsanitary or hazardous conditions.

**PUBLIC HEALTH SANITARIAN (HELP Program)** (continued)

**Assignment Level I** (continued)

**Examples of Typical Tasks** (continued)

Investigates complaints regarding nuisances, unsanitary conditions, quality and purity of foods, improper food handling and personal habits of handlers, and inadequate or unsuitable water supply.

Investigates applications for permits to operate establishments under the NYC Health Code.

Inspects premises of purveyors of inhalation therapy.

Investigates outbreaks of food poisoning.

Selects and processes samples of food for chemical analysis.

Collects samples of beach or drinking water for bacteriological and chemical examination.

Conducts special studies and surveys.

May condemn adulterated, contaminated or decomposed foods.

May issue violations and Tribunal summonses for non-compliance with the NYC Health Code and the NYS Sanitary Code.

May evaluate performance of fumigators and exterminators, and examine equipment.

May attend and testify at Tribunal hearings.

**PUBLIC HEALTH SANITARIAN (HELP Program)** (continued)

**Assignment Level II (See Special Note)**

Under supervision, makes inspections to assure compliance with pertinent laws, rules and regulations governing the areas of food and general environmental sanitation, safety and health.

**Examples of Typical Tasks**

Makes periodic inspections of food processing and manufacturing establishments, warehouses, and wholesale and retail food establishments, to ensure a pure food supply and to enforce pertinent laws, rules and regulations.

Inspects business establishments, multiple dwellings, stores, schools, NYC correctional facilities, institutions, day care centers, day camps, Fulton Fish market, recreational and other areas for environmental hazards, defective plumbing, inadequate water supply, overflowing cesspools, conditions of sewers, condition of gas heating equipment, animals not properly controlled or housed, lead poisoning danger, window guards, insect or rodent infestation, noxious odors, or other unsanitary or hazardous conditions.

Instructs operators in establishments under permit or jurisdiction of the NYC Department of Health and Mental Hygiene in principles of sanitation, vermin control, and other areas of environmental health.

Investigates complaints regarding nuisances, unsanitary conditions, quality and purity of foods, improper food handling and personal habits of handlers, and inadequate or unsuitable water supply.

Condemns adulterated, contaminated or decomposed foods.

**PUBLIC HEALTH SANITARIAN (HELP Program)** (continued)

**Assignment Level II** (continued)

**Examples of Typical Tasks** (continued)

Issues violations and Tribunal summonses and closes establishments and seals equipment for non-compliance with NYC Health Code.

Investigates applications for permits to operate establishments under the NYC Health Code.

Inspects premises of purveyors of inhalation therapy.

Investigates outbreaks of food poisoning.

Evaluates performance of fumigators and exterminators, and examines equipment.

Selects and processes samples of food for chemical analysis.

Conducts special studies and surveys.

Attends and testifies at Tribunal hearings.

Represents the Department of Health and Mental Hygiene at public meetings and performs other public relations tasks.

Collects samples of beach or drinking water for bacteriological and chemical examination.

Trains Public Health Sanitarians, Assignment Level I.

**PUBLIC HEALTH SANITARIAN (HELP Program)** (continued)

**Qualification Requirements**

1. A baccalaureate degree from an accredited college or university, with 30 semester credits in the physical and/or biological sciences, i.e., biology, botany, chemistry, geology, physics, physiology, and zoology; of which not more than 12 credit hours may be in the applied sciences, i.e., environmental technology, sanitation technology, medical technology, public health, infection control or food service; or
2. An associate degree from an accredited college or university, with 15 semester credits in the physical and/or biological sciences, of which not more than 6 credit hours may be in the applied sciences, and five years of satisfactory , full-time experience as a public health technician assisting sanitarians and engineers in carrying out the various elements of prevention and control programs affecting the public's health and satisfactory completion of a public health training course approved by the New York State Health Department.

**Special Note**

At the end of one year of satisfactory service in Assignment Level I, and completion of any training required under the Compilation of the Rules and Regulations of the State of New York (NYCRR) – Title 10 (Health), incumbents will be assigned to Assignment Level II subject to a one-year probationary period.

**NOTE:**

This title is classified in the non-competitive class for a 12-month period under the Hiring Emergency Limited Placement (HELP) Program. At the conclusion of 12 months incumbents will be transferred into “Public Health Sanitarian (31215)” as permanent competitive class employees.