

# Public Health Technician Tompkins County

**Department:** Health Department

**Classification:** Competitive

**Labor Grade:** 9

**Approved:** Original Classification Study 2/7/61

**Revised:** 5/82; 11/90; 5/91; 3/11; 4/15; 11/18; 11/19

**By:** LG, Deputy Commissioner of Human Resources

## **MINIMUM QUALIFICATIONS:**

(a) Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree, including a minimum of twelve credit hours in the physical and biological sciences or engineering (Acceptable natural sciences include biology, chemistry, geology, hydrology or physics); **OR**

(b) Satisfactory completion of sixty credit hours in a regionally accredited or New York State registered college or university including a minimum of twelve credit hours in the physical and biological sciences or engineering (Acceptable natural sciences include biology, chemistry, geology, hydrology or physics).

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

## **SPECIAL REQUIREMENT:**

The applicant must possess a current valid New York State driver's license at time of appointment, and maintain such license for the duration of employment.

## **DISTINGUISHING FEATURES OF THE CLASS:**

This technical field position exists in the County Health Department and involves responsibility for assisting Public Health Sanitarians and Engineers and carrying out the various elements of prevention and control program affecting public health. Employees in this class are responsible for making inspections and carrying out specialized phases of the Environmental Health Program in a municipal health department or agency. Duties involve gathering information and data for use by Public Health Engineers and Sanitarians in determining compliance with local and state Sanitary Code requirements. The work is performed under the direct supervision of either a higher level technical or professional employee who reviews reports and provides advisory assistance as necessary. Supervision over the work of others is not a responsibility of employees in this class. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Performs routine and follow-up inspections of sanitary conditions of swimming pools, beaches, camps, food service establishments, hotels, lodging and boarding houses and other premises including public or individual water supplies and sewage disposal, air pollution, public health nuisance complaints and general sanitation;
- Collects samples of water, food or other materials for laboratory examination;
- Participates in enforcement proceedings including testifying at hearings;
- Inspects tobacco retailers to ensure compliance;
- Performs animal bite investigations, interviews persons involved and advises on procedures to follow and issues notice of violation where applicable;
- Assists with management of clinics for vaccination of animals against rabies;
- Performs routine and follow-up inspections of public health nuisances such as environmental exposures, insects, rodents, garbage and refuse, and related matters and advises local officials and the public of corrective measures;
- Performs soil tests, including visual observation of soil type, texture, strata and physical test of soil permeability;
- Inspects sites and advises home owners on design of home sewage systems depending on varying soil conditions;
- Maintains records and completes inspection reports related to the work;
- Aids home owners, local officials and commercial operators on proper sanitary operations of wells, pumps and water source protection;
- May collect, preserve and deliver suspected diseased animals to State laboratories for analysis;
- Compiles and interprets laboratory results to ensure compliance with applicable regulations.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Working knowledge of the principles and practices related to proper environmental public health inspection techniques;
- Working knowledge of applicable provisions of the State Sanitary Code related to environmental public health inspections;
- Working knowledge of general principles of biology, chemistry and general science;
- Skill in health inspection techniques;
- Ability to establish and maintain cooperative relationships with the public;
- Ability to understand and interpret written material;
- Ability to enter data into databases and tracking sheets
- Ability to read maps and drawings;
- Ability to solve arithmetic problems related to environmental public health inspections;
- Ability to prepare accurate reports;
- Willingness to work outdoors under all weather and terrain conditions;
- The employee's physical and mental condition shall be commensurate with the demands of the position.

Originally created February 7, 1961

P35.doc