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Public Health Department
Sample Job Description

Sewage Enforcement Officer

Position Summary:
The Sewage Enforcement Officer is responsible for protecting the public's health by assessing proposed and existing private sewage septic systems and preventing future problems through proper planning and permitting. This position is responsible for inspections, investigations, permit issuance, and enforcement concerning individual on-lot disposal systems, in accordance with the heath code and the state regulations. regulations.

Essential Duties:

- Reviews and approves or denies approval of plans for land developments which propose the use of on-lot sewage disposal.
- Provides information and advice regarding available options for the planning, design, and construction of an individual or community on-lot disposal system.
- Educates applicants and owners of on-lot sewage disposal systems concerning legal requirements and the permit process.
- Conducts, observes, or otherwise confirms all tests used to determine the suitability of a site for an individual residential, commercial, institutional, or community property which proposes the use of on-lot sewage disposal.
- Confirms that an application is complete and that the proposed system design complies with legal requirements.
- Reviews and approves or denies permits for the installation of individual and community on-lot sewage disposal systems.
- Conducts on-site sewage inspection of properties that are currently served by on-lot sewage disposal systems to ensure compliance with the heath code and the state regulations.
- Issues, denies, and revokes permits related to individual on-lot disposal systems.
- Provides timely written notice to applicants or permittees of approval, denial, or revocation of a permit.
- Conducts or witnesses soil profile testing and percolation testing.
- Conducts investigations concerning on-lot sewage related complaints and malfunctions.
- Implements appropriate enforcement actions.
- Provides timely written notice to applicants or permittees of enforcement actions.
- Develops written reports.
- Submits documentation to the State, as required by state law.
- Conducts additional Environmental Health Specialist duties.
- Performs related work as required.

The above statements reflect the general duties considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

Core Competencies for Public health Professionals:

The Core Competencies for Public Health Professionals contain 56 competency statements that apply across the public health workforce for all those engaged in the practice of public health. All of the Core Competencies are vital for the effective provision of public health activities. While the person in this position may be called on to demonstrate other Core Competencies, below is a list of the most essential for this position.

1.1. Describes factors that affect the health of a community.
1.3. Collects quantitative and qualitative data.
1.4. Analyzes quantitative and qualitative data.
1.6. Uses quantitative and qualitative data.
1.7. Applies public health informatics in using data, information, and knowledge.
2.2. Implements policies, programs, and services.
2.4. Improves policies, programs, services, and organizational performance.
3.2. Communicates with internal and external audiences.
4.1. Applies principles of ethics, diversity, equity, inclusion, and justice.
4.3. Recognizes the diversity of individuals and populations.
5.2. Establishes relationships to improve community health and resilience.
5.3. Maintains relationships that improve community health and resilience.
5.4. Collaborates with community members and organizations.
6.2. Applies public health sciences in delivering the 10 Essential Public Health Services.
6.3. Uses evidence in developing, implementing, evaluating, and improving policies, programs, and services.
6.4. Contributes to the evidence base for improving health.
7.10. Applies critical thinking in decision making.
8.5. Responds to emerging needs.

Qualifications:

- State certification or substantial relevant experience with commitment to obtain certification within 1 year of employment **and**
- Two years' professional experience in:
    - Conducting on-lot sewage inspections.
    - Reviewing applications for permits to install a subsurface sewage system, primarily on-lot septic tanks.
    - Conducting tests to determine the suitability of a site for an individual or community sewage system.
    - Enforcing compliance with laws, rules, regulations, standards, policies, and procedures.
    - Narrative report writing.
- Experience with the principles, laws, and practices of the state with regard to on-lot sewage systems requirements.

Required Knowledge, Skills, and Abilities:

- Knowledge of Federal, state, and local laws pertaining to public health and sewage management.
- Knowledge of testing procedures for on-lot sewage systems.
- Relationship-building skills with developers, home builders, and owners of a property with an on-lot sewage disposal system.
- Speaking and written communication skills.
- Critical thinking skills.
- Ability to simplify test findings for others to understand and appropriately apply them.
- Ability to explain processes and procedures that others must follow.
- Ability to interpret results of tests.

- Ability to interact appropriately and effectively with a wide range of persons.
- Ability to maintain and handle confidential information.
- Ability to follow protocol, procedures, and established guidelines.
- Ability to adapt to changing circumstances and needs.
- Ability to manage a demanding and changing workload.
- Demonstrated strong work ethic.

Physical Demands:

- Alternating between standing and sitting.
- Crawling
- Crouching/stooping
- Driving
- Far visual acuity
- Fine motor manipulation
- Gross motor manipulation
- Hearing
- Keyboarding
- Kneeling
- Near visual acuity
- Sitting
- Speaking
- Walking or standing

The Health Department is an equal opportunity employer.

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