

ONEIDA TRIBE OF INDIANS OF WISCONSIN

Human Resources Department

JOB DESCRIPTION

APPLY IN PERSON AT:

Human Resource Department
2630 West Mason Street
Green Bay, WI 54303



OR MAIL TO:

Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7911

Job Line: 1-800-236-7050

APPLY ONLINE AT:

<http://hrd.oneidanation.org>

POSITION TITLE: Sanitarian – Public Health
POSITION NUMBER: 00205
DEPARTMENT: Health & Industrial Services
LOCATION: 3759 W Mason St Green Bay WI
DIVISION: EHS
RESPONSIBLE TO: Environmental Area Manager
SALARY: E4 \$38,063 (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
CLASSIFICATION: Exempt
POSTING DATE: March 24, 2009
CLOSING DATE: April 22, 2009
Transfer Deadline: March 30, 2009
Proposed Start Date: ASAP

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Plan, develop, and enforce health programs to maintain health and sanitation standards, regulations, and procedures specifically related to food services and drinking water. Utilizes environmental monitoring and analytical methods to detect the extent of worker exposure and employ engineering, work practice controls, and other methods to control potential health and sanitation hazards in the Oneida Nation's drinking water and food services. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Inspect facilities, equipment, operating procedures, and staff competence to ensure health and sanitation regulation compliance.
2. Review and make recommendations for all environmental health reports, projects, and activities including; food service, drinking water, recreational safety reviews, etc.
3. Investigate complaints concerning violations of public health laws.
4. Interview individuals to obtain information and evidence regarding communicable diseases or violations of health and sanitation regulations.
5. Make recommendations to the Licensing Department as to whether a food service should be licensed.
6. Recommend corrective action or changes in facilities, standards, or administrative methods in response to complaints, license applications, undesirable conditions, or violations of law.
7. Coordinate and conducts educational classes pertaining to food and water safety.
8. Develops and implements public information and education programs regarding food and water safety; stays abreast of new and emerging technologies.
9. Manages related projects to include: obtaining bids and proposals, negotiating contracts, and monitoring projects to ensure adherence to budget and time requirements and compliance with established policies, procedures, and regulations.

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DUTIES AND RESPONSIBILITIES: (Cont.)

10. Secures additional funding and grant monies for continuation and expansion of program services.
11. Maintains professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
12. Maintains confidentiality of all privileged information.
13. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
14. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
15. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently is required to sit, walk, reach, with hands and arms; and talk and hear.
2. Occasionally is required to stand; and stoop, kneel, crouch, or crawl, and lift and/or move up to 25 pounds.
3. Work is generally performed in an office setting with a moderate noise level.
4. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.
5. Must complete a Self Disclosing Physical Questionnaire prior to employment.

STANDARD QUALIFICATIONS:

1. Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
2. Knowledge of department organization, functions, objectives, policies and procedures.
3. Knowledge of principles and practices of industrial hygiene.
4. Knowledge of industrial hygiene testing equipment, supplies, and personal protective equipment.
5. Knowledge of the principles of program management.
6. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
7. Skill in preparing, reviewing, and analyzing operational and financial reports.
8. Ability to obtain and maintain certification as a Sanitarian.
9. Ability to exercise independent judgment.
10. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
11. Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
12. Ability to maintain confidentiality.
13. Ability to work independently and meet strict time lines.
14. Ability to communicate efficiently and effectively both verbally and in writing
15. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds
16. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
17. Must be willing and able to obtain additional education and training.
18. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
19. Must pass a background security check prior to and during the course of employment with the Oneida Nation in order to meet the Employment Eligibility Requirements and/or the Tribal State Compact and/or the Tribal Gaming Ordinance as they pertain to the position and the location of the department.
20. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

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PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

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MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Bachelor's Degree in Public Health or related field plus one year work experience in environmental health required; and/or equivalent combination of education and experience.
2. Registered as a Sanitarian in the State of Wisconsin or with the National Environmental Health Association or ability to obtain certification within twelve months.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**